

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the [specific position name] at HJC. I submitted my application on [submission date] and would like to know if there have been any updates regarding the recruitment process.

I am very enthusiastic about the opportunity to join HJC and contribute to [specific aspect of the company or project that excites you].

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]