

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my application for the [Job Title] position, which I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team with my skills and experience.

If there have been any updates regarding my application status, I would greatly appreciate your insights. Thank you for considering my application. I look forward to your response.

Best regards,

[Your Name]