

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the [position title] that I submitted on [submission date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and contribute to [specific goals or projects relevant to the position].

I would greatly appreciate any updates regarding my application status, as I am eager to learn more about the next steps in the hiring process. Thank you for your time and consideration.

Warm regards,

[Your Name]