

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

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

I understand that you are busy and appreciate the time you take in reviewing applications. If there are any updates regarding my application status or if you require further information from my side, please do not hesitate to reach out.

Thank you for your consideration. I look forward to the possibility of discussing my application further.

Warm regards,

[Your Name]