

[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 job application for the [Job Title] position I interviewed for on [Interview Date]. I remain very excited about the opportunity to join [Company Name] and contribute to [specific project or goal related to the company].

If there are any updates regarding my application, I would greatly appreciate it if you could share them with me. Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]