

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent application for the [Position Title] at [Company/Organization Name] submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your team and contribute to [specific aspect of the company or project].

I would appreciate any updates regarding my application status and would be eager to discuss my qualifications further. Thank you for considering my application.

Looking forward to your response.

Warm regards,

[Your Name]