

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company 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 Johnson & Johnson and contribute to your team.

I believe my background in [Your Field/Experience] and my passion for [Relevant Interest related to JNJ] align well with the goals of your organization. I am eager to bring my skills in [Specific Skills] to help further the mission of Johnson & Johnson.

If there is any further information I can provide or if there are any updates regarding my application status, please feel free to reach out. Thank you for considering my application, and I look forward to the possibility of discussing my application with you.

Warm regards,  
[Your Name]