

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position that I submitted on [Date of Application]. I remain very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

I would greatly appreciate any update on the status of my application. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Warm regards,

[Your Name]