

[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 am writing to inquire about the status of my application for the [Job Title] position that I submitted on [Application Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team with my skills in [Your Skill/Experience Relevant to the Job].

If there have been any updates regarding the hiring process or if further information is needed from my side, please let me know. I appreciate your time and consideration and look forward to your response.

Thank you.

Sincerely,

[Your Name]