

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding my application for the [Job Title] position that I interviewed for on [Date of Interview]. I greatly appreciate the opportunity to meet with you and discuss how my skills and experiences align with the team at [Company's Name].

I remain very enthusiastic about the possibility of joining [Company's Name] and contributing to [mention any specific project or goal discussed during the interview]. I believe my background in [Your Field/Expertise] will allow me to make a valuable impact within your team.

Please feel free to reach out if you need any more information from my side. Thank you once again for considering my application. I look forward to the possibility of working together.

Warm regards,
[Your Name]