

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

Dear [Employer'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's Name] and contribute to your team.

I am particularly drawn to this role because [briefly mention a specific reason or connection to the company/position].

Please let me know if there are any updates regarding my application status or if you need any further information from my side. Thank you for your time and consideration. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]