

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent application for the [LJC position title] submitted on [application date]. I am very enthusiastic about the opportunity to join [Company/Organization Name] and contribute to your team.

I appreciate the time and consideration you have given to my application. If there are any updates regarding my application status, or if further information is needed from my side, please let me know. I am eager to hear back and look forward to the potential of working together.

Thank you once again for your time.

Warm regards,

[Your Name]