

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 wanted to express my gratitude for the opportunity to interview for the [Job Title] position on [Date of Interview]. I am very enthusiastic about the possibility of joining [Company Name] and contributing to your team.

I am writing to follow up on the status of my application and to see if there have been any updates regarding my candidacy. I remain very interested in the position and believe my skills in [mention relevant skills or experiences] would be a great fit for the team.

Thank you once more for considering my application. I look forward to hearing from you soon.

Best regards,

[Your Name]