

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the [specific position name] at [Company Name] submitted on [submission date]. I am very enthusiastic about the opportunity to join your team and contribute to [Company's Name]'s goals.

I remain very interested in this position and would love to know if there are any updates regarding my application status. I believe my skills in [mention relevant skills or experience] would make a positive impact at your organization.

Thank you for considering my application. I look forward to any updates you can provide.

Warm regards,

[Your Name]  
[Your LinkedIn Profile] (if applicable)  
[Attachment: Resume] (if necessary)