

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the [specific position title] at [Company Name], which I submitted on [submission date].

I am very enthusiastic about the opportunity to join your team and contribute to [Company Name]. I would appreciate any updates regarding my application and the hiring process.

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]