

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my application for the [Position Title] at [Company Name], submitted on [Submission Date].

I remain very enthusiastic about the opportunity to join your team and contribute to [specific aspect of the company or team]. If there have been any updates regarding my application or the hiring timeline, I would greatly appreciate any information you could share.

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

Warm regards,

[Your Name]

[Your LinkedIn Profile or any relevant website, if applicable]