

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

[Recipient's Name]
[Recipient's Position]

QD Medical

[Company 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 [specific position] at QD Medical, submitted on [submission date]. I remain very enthusiastic about the opportunity to join your team and contribute to the innovative work at QD Medical. I would appreciate any updates you might have regarding my application status. Thank you once again for considering my application. I look forward to the possibility of discussing my qualifications with you further.

Warm regards,

[Your Name]