

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

[Recipient's Name]
[QNB Bank]
[Bank 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 title] at QNB Bank, submitted on [submission date]. I am very enthusiastic about the opportunity to join your esteemed team and contribute to the bank's goals with my skills in [mention any relevant skills or experience].

I am particularly drawn to QNB Bank because [mention any specific reason related to the bank or position]. I believe my background in [mention relevant experience or education] aligns well with the requirements of the position.

If there are any updates regarding my application status or if you require any additional information to assist in the decision-making process, please do not hesitate to reach out.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]