

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Position Title]
[Company Name]
[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 application for the [Position Title] at IXL, which I submitted on [Date of Application]. I am very enthusiastic about the opportunity to join your team and contribute to [specific aspect of the company or position]. I understand that the selection process can be quite extensive, and I want to express my continued interest in being a part of IXL. I believe my skills in [mention relevant skills or experiences] align well with the qualifications required for the position.

If there are any updates regarding my application status or if you need any additional information from my side, please do not hesitate to reach out. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Warm regards,

[Your Name]