

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

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's 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 Social Media Manager position I submitted on [date of application]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team's efforts in enhancing social media engagement and brand presence. If possible, I would love to know the status of my application. Thank you for considering my application, and I look forward to the possibility of discussing my candidacy further.

Best regards,

[Your Name]

[LinkedIn Profile or Website, if applicable]