

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title/Position Name] at [Company/Organization Name] submitted on [Submission Date]. I am very excited about the opportunity to join your team and contribute to [specific project, goal, or value related to the company].

I would like to inquire about the status of my application and the timeline for the next steps in the hiring process. I understand that these processes take time, and I appreciate your attention to my application.

Thank you for considering my application. I look forward to hearing from you soon.

Warm regards,

[Your Name]