

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Job Title] position I submitted on [Submission Date]. I remain very enthusiastic about the opportunity to join [Company's Name] and contribute to your team with my skills and experience in [Your Relevant Skills/Field].

I understand that the hiring process takes time, and I appreciate your efforts in reviewing applications. If you need any further information or documentation to assist in your decision-making process, please feel free to reach out.

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

Warm regards,

[Your Name]