

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

Dear [Hiring Manager's Name],
I hope this message finds you well. I wanted to take a moment to follow up regarding my recent interview for the [Job Title] position on [Interview Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team with my skills in [Relevant Skills/Experience].

I appreciated our discussion about [specific topic discussed in the interview], and it reinforced my belief that my background in [Your Field/Industry] aligns well with the goals of your team. I am excited about the possibility of bringing my [specific skills or experiences] to [Company Name].

If you need any more information or materials from my side to assist in the decision-making process, please do not hesitate to reach out. Thank you once again for considering my application. I look forward to the possibility of working together.

Warm regards,
[Your Name]