

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

[Recipient Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Job Update

I hope this message finds you well. I am writing to provide an update regarding my current situation and to express my continued interest in opportunities within [Company Name].

[Briefly describe your current job status, any achievements or changes, and any relevant skills or experiences acquired.]

I remain enthusiastic about the prospect of contributing to your team and would welcome the chance to discuss any potential openings that align with my background.

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

Best regards,
[Your Name]