

Sample Inquiry Letter with Follow-Up Request for Job Application Status

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly follow up regarding my application for the **[Job Title]** position at **[Company Name]**, which I submitted on **[Date of Application]**. I am very enthusiastic about the opportunity to join your team and contribute to **[specific company goal or value]**.

I understand the selection process takes time and I appreciate all the efforts involved. I would be grateful if you could provide an update on the status of my application or share any anticipated timeline for the next steps in the hiring process.

I remain very interested in this opportunity and am excited to potentially bring my skills in **[mention a relevant skill or experience]** to your organization. Please let me know if there is any further information I can provide to assist with your decision-making.

Thank you very much for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]