

## Sample Business Letter for Job Application Follow-Up

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

[Recipient Name]  
[Recipient Title]  
[Company 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 recent application for the [Job Title] position, which I submitted on [Date of Application]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

Having researched your organization, I am impressed by [briefly mention a specific aspect of the company that excites you]. With my background in [your relevant qualifications, experience, or skills], I am confident in my ability to add value in this role.

I would greatly appreciate any updates you could share regarding the status of my application. I remain very interested in the position and am eager to further discuss how my skills and experiences align with the needs of your team.

Thank you for considering my application. Please let me know if any additional information is required. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]