

formal professional follow-up email

Subject: Follow-Up on My Application for [Job Title]

Dear [Hiring Manager Name],

I hope this message finds you well. I recently submitted my application for the [Job Title] position at [Company Name] on [Date]. I wanted to follow up to express my continued interest in this opportunity.

Please let me know if there are any additional materials or information I can provide. I look forward to the possibility of discussing my qualifications further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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