

Formal Polite Follow-Up Letter

Subject: Follow-Up Regarding [Position Name] Application

Dear [Recipient Name],

I am writing to politely follow up on my application for the [Position Name] position submitted on [Date]. I am genuinely excited about the possibility of contributing to [Company Name] and would be grateful for any updates regarding my application.

Please let me know if any further information is required from my side. I appreciate your time and consideration.

Warm regards,

[Your Name]

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