

Conditional Follow-Up Email

Subject: Inquiry on Job Application Status

Dear [Recipient Name],

I am following up on my application for the [Position Name] role submitted on [Date]. I understand that your team may still be in the review process, and I would be glad to provide any additional information if needed to facilitate the evaluation.

Thank you for your attention to my application. I look forward to your update when convenient.

Best regards,

[Your Name]

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