

**Topic :Follow up on job or internship applications.**

Subject: Follow-Up on Job/Internship Application - [Your Full Name]

Dear [Hiring Manager's Name or Recipient's Name],

I hope this email finds you well. I wanted to follow up on my recent job/internship application for the position of [Job/Internship Title] at [Company/Organization Name]. I submitted my application on [Date of Application] via [Application Method].

I remain enthusiastic about the opportunity to contribute my skills and passion to the [Company/Organization Name] team. After researching more about the company and its values, I am even more excited about the prospect of being a part of your dynamic organization.

I understand that the hiring process can be busy, and I appreciate the time taken to review applications. Could you please provide an update on the status of my application? I am eager to learn more about the next steps in the hiring process and, if possible, the anticipated timeline for those steps.

Additionally, I would like to reiterate my strong interest in this role and my confidence in my ability to contribute effectively to your team. If there are any further materials or information needed from my end to facilitate the evaluation process, please let me know, and I will be happy to provide them promptly.

Thank you for considering my application, and I look forward to the possibility of discussing my qualifications in more detail. Please feel free to contact me via email at [Your Email Address] or by phone at [Your Phone Number] to schedule an interview or for any additional information you may require.

Once again, I appreciate your time and consideration, and I eagerly await your response.

Warm regards,

[Your Full Name]

[Your LinkedIn Profile (if applicable)]

[Your Phone Number]