Your first and last name:

Your address:

Your contact number:

Your email:

Date:

Dear Ms/Mr. [insert name]

I submitted a letter of application along with my resume earlier this month for the position of [insert position name]. To date, I have not heard back from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at [insert company name] and believe my experience and skills would be beneficial to the company. In particular, my [x number of years] experience as a [insert role] would make me a good fit for this position.

Please let me know if you require any further information. I can be reached at [insert contact details]. I look forward to hearing from you.

Thank you for your consideration.

Best Regards,

[Insert name]