[Your Name]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Address]

[City, State ZIP Code]

Dear [Recipient's Name],

Thank you for the chance to interview for the [Position Name] position at [Company Name] on [Interview Date]. The interview gave me significant insight into the company's culture and role requirements, and I am pleased about the prospect of joining your team.

I am expressing my continued interest in the [Position Name] post and my credentials. I am confident in my capacity to contribute to the success of [Company Name] as a [your relevant job experience or education]. For your convenience, I have included some of my current work examples.

I'm writing to inquire about the status of the selection process and to see if there is any further information I can supply to help you make a decision. I hope to hear from you soon and would be pleased to make another time to meet in person or chat on the phone.

Thank you for your attention and time. I desire to have the opportunity to contribute to the future development of [Company Name].

Sincerely,

[Your Name]