

Dear Ms. Smith:

I enjoyed meeting you on [DATE of interview] and learning more about the opportunity to work with COMPANY/ ORGANIZATION. I am writing you today to check-in regarding your application review process. I am still interested in the position, and would be happy to provide any further materials to assist you in the revision process. Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Donald Duck