

# Follow-Up Inquiry for Educational Accreditation

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Accrediting Body's Name]

[Accrediting Body's Address]

[City, State, Zip Code]

Dear [Accrediting Body's Contact Name],

I hope this message finds you well. I am writing to follow up regarding the status of our application for accreditation submitted on [Submission Date]. We greatly appreciate the time and effort your team dedicates to ensure quality in education.

As we approach the timeline previously communicated, we would be grateful for any updates you can provide regarding our application review process. Additionally, if there are any outstanding requirements or further information you may need from our institution, please let us know.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]