

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Admissions Office  
Institution Name  
Institution Address  
City, State, Zip Code

Dear Admissions Committee,

I hope this message finds you well. I am writing to follow up on my application for the [specific program name] that I submitted on [submission date]. I am eager to learn about the status of my application, as I am very enthusiastic about the opportunity to join [institution name].

If there are any updates or additional information needed from my end, please do not hesitate to reach out. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
Your Name