

Dear [Admissions Office/Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my application to [College/University Name], submitted on [Submission Date]. My name is [Your Full Name], and my application ID is [Application ID].

I am eager to learn about my application progress, as [briefly explain any specific reason, e.g., planning for housing, scholarship opportunities, etc.]. I appreciate the time and effort that the admissions committee invests in reviewing applications and kindly request any updates you may have regarding my status.

Thank you for your assistance and consideration. I look forward to your prompt response.

Sincerely,
[Your Full Name]
[Your Contact Information]
[Your Address]