

Follow-Up on College Application Documents Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Admissions Office/Recipient Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Admissions Office/Recipient Name],

I hope this message finds you well. I am writing to follow up on my college application submitted on [Insert Submission Date]. I want to confirm that all required documents have been received by your office.

As an enthusiastic applicant to [College/University Name], I am eager to ensure that my application is complete and ready for review. I submitted the following documents:

- Application Form
- Transcripts
- Letters of Recommendation
- Personal Statement

If there are any outstanding documents or if you require further information, please let me know. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]