

Dear [Admissions Office/Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an applicant to [College/University Name] for the [Fall/Spring] [Year] semester.

I am writing to inquire about the timeline for notifications regarding acceptance decisions, as I am eager to learn more about my status. Understanding the timeline will greatly assist me in making informed decisions regarding my future academic plans.

I appreciate your assistance and look forward to your response.

Thank you for your time.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]