

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 Officer,

I hope this message finds you well. I am writing to formally request verification of my admission status at [Institution Name]. I applied for admission for the [specific term, e.g., Fall 2023] semester, and I would like to confirm my acceptance status for my records.

Below are my details for reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application ID: [Your Application ID]
- Email: [Your Email]

Please let me know if you require any additional information to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]