

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

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

Dear Admissions Committee,

I hope this message finds you well. I am writing to inquire about the status of my application for [Program Name] for the [Semester/Year]. My application ID is [Application ID].

As the deadline for enrollment decisions is approaching, I would greatly appreciate any updates regarding my application outcome. I remain very enthusiastic about the opportunity to join [University Name] and am eager to contribute to the academic community.

Thank you for your attention to my inquiry. I look forward to your response.

Sincerely,
[Your Name]