

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the Graduate Assistantship position in the [Department Name] at [University Name]. I am very excited about the opportunity to contribute to your team and to further my academic pursuits.

As the deadline for decisions approaches, I wanted to kindly inquire if there have been any updates regarding my application status. I am eager to learn more about the offer and to prepare accordingly for the upcoming academic year.

Thank you for considering my application. I appreciate your time and assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]