

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Recipient's Name

Department Name

University Name

University Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a prospective graduate student in [Your Program] at [University Name]. I am writing to inquire about the status of my application for the graduate assistantship position for the [Term/Year].

I am very enthusiastic about the opportunity to contribute to [Department or Project Name] as a graduate assistant, and I would appreciate any updates you could provide regarding my application status or the timeline for decisions regarding the assistantship offers.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]