

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Office of Admissions

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 admission to [Program Name] for the [Fall/Spring] [Year] semester. My application ID is [Your Application ID].

I am very eager to join [University Name] as I believe it is the perfect fit for my academic and professional goals. I would greatly appreciate any updates you could provide regarding my application status.

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

Sincerely,

Your Name