

Dear [Admissions Office/Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the status of my undergraduate application submitted on [submission date] for the [specific program name] at [University Name].

I am very excited about the possibility of joining your esteemed institution and would appreciate any updates regarding my application status. If there are any further materials or information needed from my side, please let me know.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]