

Inquiry Regarding College Application Fee Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[College/University Name]

[Office of Admissions]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my college application fee for the [insert program name] program at [College/University Name]. I submitted my application on [insert application date] and would like to confirm whether my fee has been processed.

Please let me know if there is any additional information you require from my side or if I need to take any further steps regarding my application fee.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]