

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department/Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concern regarding the timeline for the graduate program application process for [specific program name]. As the deadline has passed, I am eager to hear about the status of my application.

Understanding that the admissions process can be complex, I would appreciate any updates you might provide regarding my application status and the overall timeline moving forward. I am very excited about the opportunity to join [University Name] and contribute to [specific field or program].

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

Sincerely,

[Your Name]