

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding my application status for the [specific graduate program] at [University Name], submitted on [submission date].

I am very enthusiastic about the opportunity to join your esteemed program and would greatly appreciate any feedback you might be able to provide regarding my application. Your insights would be incredibly valuable as I continue to pursue my academic and professional goals.

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

Sincerely,

[Your Name]