

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the [Specific Graduate Program Name] at [University Name], submitted on [Submission Date]. I am very enthusiastic about the opportunity to join your esteemed program and would like to inquire about the current status of my application.

Should you need any further information from my side, please do not hesitate to reach out. Thank you very much for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]