

Notification to Update Your Graduate Program Application

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your application for the [Specific Graduate Program] at [University Name].

Due to recent changes in our admissions process, we kindly ask you to review and update the following details in your application:

- Contact Information
- Academic Qualifications
- Statement of Purpose
- Letters of Recommendation

Please log in to your application portal by [Deadline Date] to ensure that all information is current and accurate.

If you have any questions or require assistance, feel free to reach out to our admissions office at [Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]