

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title/Position] (if known)

[Department or Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name or Admissions Committee],

I hope this message finds you well. I am writing to request an update regarding the status of my application for the [specific graduate program name] at [University Name], which I submitted on [submission date]. I am very eager to learn about the progress of my application and any potential next steps in the admissions process.

Thank you for your attention to my request. I appreciate the time and effort that goes into reviewing applications, and I look forward to your response.

Sincerely,

[Your Name]

[Your Application ID (if applicable)]