

Dear [Admissions Office/Committee],

I hope this message finds you well. I am writing to request confirmation of the receipt of my application for the [specific graduate program name] at [University Name]. My application was submitted on [submission date], and my application ID (if applicable) is [application ID].

I am eager to ensure that all necessary documents have been received and that my application is complete for consideration. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]