

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[College/University Name]
[College Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name or "Admissions Committee"],
I hope this letter finds you well. I am writing to inquire about the status of my enrollment for the upcoming academic year. I submitted my application on [Application Date] and would like to confirm that all necessary documents have been received and my application is currently under review.

If possible, I would appreciate any updates regarding my enrollment status and the timeline for admission decisions. If there are additional steps I need to complete, please let me know.

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

Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Major (if applicable)]