

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

Dear [Admissions Committee/Specific Name if known],
I hope this message finds you well. I am writing to provide an update to my college application submitted on [application submission date]. Since my application, I have [briefly describe any significant achievements, changes in grades, new extracurricular activities, volunteer work, awards, or any other pertinent information]. I believe these updates reflect my continued commitment to my academic and personal growth, and I am excited about the possibility of contributing to the [College/University Name] community. Thank you for considering this new information as you review my application. I appreciate your time and attention, and I look forward to the possibility of attending [College/University Name].
Warm regards,
[Your Name]
[Your Application ID or Student ID if applicable]