

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Office of Admissions
JFK University
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request information regarding my application to JFK University for the [specific program] beginning in [start date, e.g., Fall 2024].

I submitted my application on [application submission date] and would like to inquire about its status. I am very enthusiastic about the possibility of joining your esteemed institution and contributing to the [specific program/field].

If there are any additional materials or information needed from my side to facilitate the review process, please let me know.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,
[Your Name]