

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

[Recipient's Name]  
[Institution Name]  
[Department Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-up on KTU Admission Application

I hope this letter finds you well. I am writing to follow up on my application for admission to [Program Name] at KTU for the [Fall/Spring] [Year] semester. My application ID is [Your Application ID].

I am eager to receive any updates regarding the status of my admission and would appreciate any information you can provide.

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

Sincerely,  
[Your Name]