

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

Dear Admissions Office,

I hope this message finds you well. I am writing to inquire about the status of my college application for the [specific program or major] for the [fall/spring] [year] term. My application was submitted on [submission date], and my application ID is [application ID].

I appreciate the time and effort that the admissions team invests in reviewing applications, and I am eager to hear about any updates regarding my status.

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

Sincerely,

[Your Name]
[Your Application ID] (if applicable)