

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[University/College Name]
[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 application for admission to [Program Name] for the [Term/Year]. My application was submitted on [Submission Date], and my application ID is [Application ID, if applicable].

I am very eager to join [University/College Name] and would appreciate any updates regarding my application status. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]