

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Johns Hopkins University]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this message finds you well. I am writing to follow up on my application for the [specific scholarship name] at Johns Hopkins University. I wanted to express my continued interest in this opportunity and ensure that all required materials have been received.

[Optional: Briefly restate your qualifications or experiences related to the scholarship.]

If there are any updates regarding my application status or if you require any additional information from my side, please do not hesitate to reach out.

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

Warm regards,
[Your Name]
[Your Student ID (if applicable)]