

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

[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Office,

Subject: Inquiry Regarding Undergraduate Admission Status

I hope this message finds you well. I am writing to inquire about the status of my application for undergraduate admission to [University Name] for the [Specific Program or Major] for the [Fall/Spring] [Year] term. My application ID is [Your Application ID] and I submitted my application on [Date of Application Submission].

I am very eager to join [University Name] and would appreciate any updates regarding my admission status. If there are any additional documents or information required from my side, please do not hesitate to let me know.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Application ID] (if applicable)