

[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 Officer's Name or "Admissions Committee"],
Subject: Follow-Up on Admission Application

I hope this message finds you well. I am writing to follow up on my application for admission to [Program/Department Name] at [University Name], submitted on [Submission Date]. I am very eager to join your esteemed institution and would like to inquire about the status of my application.

[Briefly mention any relevant updates about yourself since submitting your application, if applicable.]

I appreciate the time and effort that the admissions committee puts into reviewing applications, and I look forward to any updates you might be able to share regarding my application status.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program of Interest]