

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office  
[University Name]  
[University Address]  
[City, Postcode]

Dear Admissions Team,

I am writing to express my interest in applying for the [specific course name] at [University Name] through the UCAS system. I have a keen interest in [briefly explain your motivation for the course] and believe that this university is the perfect place for me to further my education. I have completed my [relevant qualifications, e.g., A-levels, BTEC] in [subjects] at [Your School/College Name], achieving [mention your grades]. My academic background, coupled with my passion for [field of study], has prepared me well for the challenges of higher education. Throughout my studies, I have participated in [mention relevant experiences, e.g., work experience, internships, extracurricular activities], which have strengthened my skills in [mention relevant skills]. I am eager to contribute to the vibrant community at [University Name].

Thank you for considering my application. I look forward to the opportunity to demonstrate my commitment and enthusiasm for [specific course name] at your esteemed institution.

Sincerely,  
[Your Name]

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[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Officer  
[University Name]  
[University Address]  
[City, Postcode]

Dear Admissions Officer,

I am writing to inquire about my application status for the [specific course name] at [University Name] submitted through UCAS. I am very eager to join your university as I am passionate about [briefly explain your motivation for the course].

I submitted my application on [submission date] and would appreciate any updates regarding its progress. I am very much looking forward to the possibility of becoming a part of the [University Name] community.

Thank you for your assistance.

Warm regards,  
[Your Name]