

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

Office of Admissions
University of Florida
[University Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the status of my application for admission to the University of Florida for the [term, e.g., Fall 2024] semester. I submitted my application on [application submission date] and am eager to learn about any updates regarding my admission status.

My application ID is [Your Application ID], and I would appreciate any information you can provide about my current status or if any additional materials are needed to complete my application.

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]