

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University of Johannesburg]
[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 previous correspondence regarding my application for [specific program or inquiry] at the University of Johannesburg.

I am very enthusiastic about the opportunity to join your esteemed institution and would like to inquire if there have been any updates or additional information needed from my side to assist in the decision-making process.

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

Best regards,

[Your Name]
[Your Application Number (if applicable)]