

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

Office of Admissions

Xuan University

[University Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to follow up on my recent inquiries regarding [specific topic or question], which I initially reached out about on [date of initial inquiry].

I understand that you may be busy, but I would greatly appreciate any updates or additional information you could provide regarding [mention specific details]. Your assistance is important to me as I consider my options for the upcoming academic year.

Thank you for your attention to this matter. I look forward to your response.

Warm regards,

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