

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[YG School Name]
[School Address]
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Follow-Up on School Admission Application

I hope this message finds you well. I am writing to follow up on my application for admission to [YG School Name] for the [specific program/grade] for the [academic year]. I submitted my application on [submission date] and wanted to inquire about its status.

I am very eager to join your esteemed institution and believe that [briefly state why you are interested in YG School and how you can contribute].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]