

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

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

Dear Admissions Office,

Subject: Inquiry Regarding Admission Status - [Your Application ID or Full Name]

I hope this message finds you well. I am writing to inquire about the current status of my application for admission to the [specific program name] at the University of Queensland for the [term/year]. My application ID is [Your Application ID].

I understand the admissions process can be extensive, and I appreciate the hard work that goes into reviewing applications. If possible, I would greatly appreciate any updates regarding my application status or the timeline for the decision process.

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

Warm regards,

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