

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

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

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request the status of my admission application for the [specific program name] for the [specific semester/year]. My application ID is [Your Application ID]. I appreciate your time and consideration regarding my request and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]