

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
University of Washington  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to follow up on my application for admission to the University of Washington for the [specific term, e.g., Fall 2024] semester.

I submitted my application on [submission date] and wanted to ensure that all required materials have been received and are in order. I am very enthusiastic about the possibility of attending UW and would appreciate any updates regarding the status of my application.

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

Sincerely,

[Your Name]

[Your Applicant ID (if applicable)]