

Sample Follow-up Inquiry Letter for University Admission Status

A **follow-up inquiry letter for university admission status** is a professional correspondence sent by applicants to request an update on their application review progress. This letter expresses continued interest in the program, seeks clarity on the timeline for admission decisions, and reinforces the candidate's qualifications. A typical format includes a polite greeting, a brief introduction mentioning the application details, a clear request for status information, and a courteous closing statement. Including specific applicant information such as name, application ID, and program applied for ensures prompt and accurate responses from the admissions office.

Sample Letter Format

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Admissions Office  
[University Name]  
[University Address]  
[City, State, Zip Code]  
Subject: Follow-up Inquiry Regarding Admission Status - [Program Name], Application ID: [Your Application ID]  
Dear Admissions Committee,  
I hope this message finds you well. I am writing to follow up on my application for admission to the [Program Name] at [University Name] for the [admission term, e.g., Fall 2022]. I remain very enthusiastic about the opportunity to join your esteemed program and would like to kindly request an update regarding the current status of my application. If the application has been reviewed, I would appreciate knowing the outcome. Thank you very much for your time and consideration. I look forward to your response.  
Sincerely,  
[Your Name]
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Key Elements to Include:

- Your full name and contact details
- Specific reference to the program applied for
- Application ID or reference number
- Date of application submission
- A polite and concise request for status update
- Optional: Brief statement reiterating your enthusiasm
- Cordial closing and signature