

# Sample Inquiry Letter for College Admission Requesting Application Form

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

Admissions Office  
[College Name]  
[College Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to express my keen interest in pursuing [Name of Program or Course] at [College Name]. I would like to request an application form and further information regarding the admission process for the upcoming academic year.

Kindly provide details about the application deadlines, eligibility criteria, required documents, and any entrance examinations or interviews. Additionally, I would appreciate any brochures or informational materials about the program and campus facilities.

Please let me know if any additional information is needed from my side. I look forward to your prompt response and guidance on the next steps for the application process.

Thank you very much for your assistance.

Sincerely,  
[Your Name]