

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

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

Subject: Inquiry Regarding Postgraduate Admission and Part-Time Course Fee Comparison

Dear Sir/Madam,

I am writing to request detailed information regarding your institution's postgraduate admission process, particularly for part-time study options. As a prospective student aiming to advance my education while balancing other commitments, I would appreciate clarification on the following aspects:

- Admission criteria for postgraduate part-time courses
- Application procedures and important deadlines
- Eligibility requirements, including academic prerequisites and work experience (if any)
- List of available postgraduate part-time programs
- Comprehensive breakdown of part-time course fees
- Comparison of part-time course fees with similar programs at peer institutions (if available)
- Information on available financial aid, scholarships, or payment plans for part-time students

Additionally, a comparative overview of the part-time course fees across leading colleges or universities in the region would greatly assist in making an informed decision. If you have any brochures, prospectuses, or reference charts that provide such data, kindly include them in your response.

I look forward to your prompt and detailed response so I may consider your institution as one of my options for postgraduate advancement.

Thank you very much for your attention and assistance.

Sincerely,
[Your Name]