

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

Admissions Office  
[Institution Name]  
[Department, if known]  
[Institution Address]  
[City, State, ZIP Code]

Dear Sir or Madam,

I am writing to request information regarding the [name of academic program] offered at your institution. I would appreciate it if you could provide details about the program curriculum, admission requirements, duration, tuition fees, available scholarships, and application deadlines.

Thank you very much for your assistance. I look forward to your response.

Sincerely,  
[Your Name]