

[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]