

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

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

Dear Admissions Officer,

I am writing to express my interest in [University Name] and to request a copy of your latest admissions brochure. As a prospective student, I am eager to gather comprehensive information about your institution, particularly regarding:

- Admission requirements and application procedures
- Undergraduate and/or graduate program offerings
- Campus facilities and student services
- Scholarship and financial aid opportunities

Having this information will greatly assist me as I consider my educational options and prepare my application. I would appreciate it if you could mail the admissions brochure and any additional materials that may aid in my decision-making process to the address provided above. If digital copies are available, please feel free to send them to my email address.

Thank you very much for your assistance. I look forward to learning more about [University Name] and the opportunities available to students.

Sincerely,
[Your Name]