

# Sample Inquiry Letter for College Admission after High School Graduation

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

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

Dear Admissions Officer,

I am writing to inquire about the undergraduate admission process at **[College/University Name]**. I recently graduated from high school and am very interested in pursuing my higher education at your esteemed institution.

I would greatly appreciate if you could provide me with detailed information regarding the following:

- Application procedures and important deadlines
- Admission requirements, including GPA and standardized test scores
- Available undergraduate programs and courses
- Scholarships, financial aid, and other support for incoming students
- Campus facilities and student life

Thank you for your time and assistance. I look forward to your response and to learning more about the opportunities at **[College/University Name]**.

Sincerely,  
[Your Name]