

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

Admissions Office  
[University Name]  
[Department or Graduate Program Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my keen interest in the [Specific Graduate Program, e.g., Master of Science in Computer Science] at [University Name]. I am eager to learn more about the program requirements and the application process to ensure my application meets your standards of excellence.

I would appreciate it if you could provide detailed information regarding:

- Application requirements and supporting documents
- Admission deadlines and important dates
- Program structure, curriculum, and faculty research interests
- Opportunities for graduate assistantships, internships, or research positions

Additionally, as I am actively seeking ways to support my academic journey, I wish to inquire about scholarships, financial aid, or other funding opportunities available to graduate applicants. Any guidance on the application procedures for financial assistance and the selection criteria would be invaluable.

Thank you for your time and consideration. I look forward to your response and further guidance regarding both the admissions and scholarship application processes.

Sincerely,  
[Your Name]