

# Inquiry Letter for Undergraduate Admission

An **inquiry letter for undergraduate admission** is a formal written request to an educational institution seeking information about admission requirements, application procedures, important deadlines, and available programs. Such a letter demonstrates the prospective student's genuine interest and helps clarify any doubts before submitting an application.

## Template

[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 inquire about the undergraduate admission process at your esteemed university. I would appreciate it if you could provide detailed information regarding:

- The eligibility criteria for undergraduate applicants
- Required documents for admission
- Application deadlines for the upcoming academic year
- Scholarship opportunities for international and domestic students
- Available undergraduate programs and campus facilities

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

Sincerely,  
[Your Name]

## Sample Inquiry Letter

**Jane Doe**  
123 Maple Street  
Springfield, IL 62704  
janedoe@email.com  
(123) 456-7890  
June 20, 2024

Admissions Office  
Springfield University  
456 University Avenue  
Springfield, IL 62704

Dear Admissions Officer,

I am writing to inquire about the undergraduate admission process at your esteemed university. Could you please provide details on eligibility criteria, required documents, and application deadlines for the upcoming academic year? Additionally, I would appreciate information on scholarship opportunities and campus facilities.

Thank you for your assistance.

Sincerely,  
Jane Doe