Sample Inquiry Letter for Admission Deadline Clarification

This sample inquiry letter for **admission deadline clarification** serves as a formal request to educational institutions seeking precise information regarding the application submission timeline. It is designed to help prospective students understand critical dates, avoid missing important deadlines, and ensure a smooth admissions process by providing clear communication with the admissions office.

Your Name
Your Address
City, State, ZIP Code
Email Address
Date

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

Dear Admissions Officer,

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to the [specific program/degree] at [Institution Name] for the [upcoming term/academic year].

I am writing to kindly request clarification regarding the application deadline for this program. I have thoroughly reviewed the information available on your official website but would appreciate confirmation of the final date for submitting my application and any supporting documents.

Understanding the correct deadline is essential for me to prepare all required materials and ensure a complete application. I would also appreciate any information about early decision or rolling admissions, if applicable.

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

Sincerely,
[Your Name]