

Sample Inquiry Letter with Follow-Up Request for University Admission

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

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

Dear Sir/Madam,

I am writing to express my interest in applying for admission to [Name of Program] at [University Name] for the [intended semester/year, e.g. Fall 2025 intake]. I have researched your university's website and am impressed by the diverse academic offerings and the outstanding reputation of your programs.

As I am eager to ensure I meet all admission requirements, I would appreciate it if you could provide detailed information regarding:

- Admission requirements for the [Name of Program]
- Application deadlines for international/local applicants
- Supporting documents required as part of the application process
- Any available scholarships or financial aid opportunities for prospective students

I would also like to kindly request clarification on the application procedures, specifically regarding online submission and document verification.

I look forward to your response and would greatly appreciate the opportunity to discuss my application further. If possible, could you please indicate an appropriate time for a follow-up conversation or virtual meeting to address any additional questions? Please let me know if further details or documents are needed from my side.

Thank you for your time and assistance. I am very enthusiastic about the possibility of joining [University Name] and contributing to your vibrant academic community.

Sincerely,
[Your Name]