

# Sample Inquiry Letter for Graduate School Admission

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

[Admissions Office]  
[Name of Graduate School or Program]  
[Name of University]  
[University Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in applying to the [Name of Program] at [Name of University]. I have completed my undergraduate studies in [Your Major/Field] at [Your Undergraduate Institution], and I am eager to pursue further academic and research opportunities at your esteemed university.

I would greatly appreciate it if you could provide me with information about the following aspects of your program:

- The application process, including required materials and deadlines
- Program prerequisites and admission requirements
- Available funding and scholarship opportunities for graduate students
- Research areas or faculty specializations within the program
- Any additional information or advice for prospective applicants

Thank you in advance for your time and assistance. I am very interested in your program and look forward to learning more about how I can become a part of the academic community at [Name of University]. Please let me know if there are any virtual information sessions or opportunities to connect with current students or faculty.

Thank you again for your consideration.

Sincerely,  
[Your Name]