

# Sample Inquiry Letter for Postgraduate Course Admission Details

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

Admissions Office  
[University/Institution Name]  
[Department, if applicable]  
[University Address]  
[City, State, ZIP Code]

**Subject:** Inquiry Regarding Postgraduate Course Admission Details

Dear Sir/Madam,

I am writing to express my interest in applying for a postgraduate program at [University/Institution Name], and would greatly appreciate detailed information regarding the application process and related admission criteria.

Kindly provide the following details:

- Eligibility requirements for the chosen postgraduate course
- Detailed application process, important deadlines, and required documents
- Specialization options and course curriculum structure
- Tuition fees, additional costs, and available scholarship opportunities
- Duration of the program and mode of study (full-time/part-time)
- Campus facilities and support services for postgraduate students

I would also appreciate any brochures or online resources that you could share for further reference. Please let me know if there are any specific requirements for international applicants (if applicable).

Thank you for your time and assistance. I look forward to your prompt response to help me make an informed decision regarding my higher education.

Sincerely,  
[Your Name]