

# Inquiry Letter with Follow-Up Sample for University Admission

An **inquiry letter with follow-up sample for university admission** is a formal written communication used by prospective students to request detailed information about admission requirements, application procedures, deadlines, and available courses from a university. This letter not only initiates contact with the admissions office but also demonstrates the applicant's genuine interest and proactive approach. The follow-up sample serves as a respectful reminder to the admissions team, ensuring the initial inquiry receives a timely response, thereby facilitating a clear and effective communication process during the university admission journey.

## Sample Inquiry Letter

[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 or Madam,

I am writing to inquire about the admission process and available academic programs at [University Name]. As a prospective undergraduate student interested in pursuing a degree in [Intended Major/Field], I would appreciate detailed information regarding the following:

- Admission requirements and eligibility criteria
- Application procedures and deadlines
- Available scholarships and financial aid options
- List of courses and curriculum structure for my intended major

I would be grateful if you could provide a prospectus or relevant brochures that outline the programs and opportunities offered by your esteemed university.

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

Sincerely,  
[Your Name]

## Follow-Up Letter Sample

[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 or Madam,

I hope this message finds you well. I am writing to follow up on my previous inquiry sent on [Date of Initial Inquiry] regarding admission requirements and academic programs at [University Name].

As I have not yet received a response, I wanted to kindly remind you of my request for information on:

- Admission procedures and deadlines
- Academic programs and courses offered
- Scholarships and financial aid opportunities

I remain very interested in applying to your university and would greatly appreciate any information or guidance you can provide to assist with my application.

Thank you once again for your attention. I look forward to hearing from you soon.

Sincerely,  
[Your Name]