

Inquiry Letter Format for School Admission with Extracurricular Activities Sample

This template provides a clear structure for parents or students to request information regarding school admission, including queries about academic programs and extracurricular activities.

Sample Inquiry Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Admissions Office

[School Name]

[School Address]

City, State, ZIP Code

Subject: Inquiry Regarding School Admission and Extracurricular Activities

Dear Sir/Madam,

I am writing to inquire about the admission process for the [upcoming academic year/specify year] for my [son/daughter/ward], [Child's Name], who is currently studying in [current grade/class] at [current school name].

I would appreciate it if you could provide detailed information regarding your academic programs, curriculum structure, and teaching methodologies. Additionally, we are very interested in learning about the range of extracurricular activities, clubs, and sports teams available to students at your institution.

Kindly let us know:

- The eligibility criteria and important dates for the admission process
- Any entrance exams or assessments required
- Available academic courses/programs and language options
- Extracurricular activities such as sports, arts, music, and clubs
- Opportunities for student participation in competitions and events
- Fee structure and available scholarships or financial aid options

We would also appreciate a copy of your prospectus and any brochures or information booklets about extracurricular opportunities.

Thank you for your time and assistance. We look forward to your response so that we can proceed with the application process appropriately.

Yours sincerely,

[Your Name]