

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

Admissions Office  
[University/College Name]  
[Department or School of Business Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding MBA Admission Process and Detailed Course Module Information

Dear Admissions Officer,

I am writing to formally inquire about the MBA program offered at [University/College Name]. As a prospective applicant, I am eager to understand the comprehensive details of the admission process as well as the academic framework and curriculum content of your prestigious MBA program.

Specifically, I would appreciate it if you could provide detailed information on the following aspects:

- **Curriculum Structure:** An overview of the program structure, including the number of semesters, total credits required, and the sequence of study.
- **Core Subjects and Course Modules:** Detailed descriptions of the core modules, including learning objectives and key topics covered in each.
- **Elective Options:** A list of available electives, with information on specialization tracks or concentrations that students may pursue, along with prerequisites for these options if applicable.
- **Duration:** The typical duration of the program for both full-time and part-time study plans.
- **Prerequisite Qualifications:** Academic qualifications, work experience, and any entrance examinations or language proficiency requirements necessary for admission.
- **Evaluation and Assessment Criteria:** How students are assessed throughout the course (e.g., examinations, assignments, projects, internships).
- **Specializations:** Information about any available specializations or concentrations within the MBA program, along with their respective course requirements and career outcomes.
- **Learning Outcomes:** The expected academic and professional competencies graduates will acquire upon successful completion of the program.

These details will greatly assist me in making an informed decision about my application and future academic pursuits. If there are any brochures, digital resources, or links to your website that elaborate on these areas, I kindly request you to share them as well.

Thank you very much for your time and attention to my request. I look forward to your prompt and detailed response.

Sincerely,  
[Your Name]