

Inquiry Letter Format for College Admission with Semester-wise Fee Structure

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date: [DD/MM/YYYY]

Admission Office

[College Name]

[College Address]

[City, State, ZIP Code]

Subject: Inquiry Regarding Admission Process and Semester-wise Fee Structure

Dear Sir/Madam,

I am writing to express my interest in seeking admission to [Program Name, e.g., Bachelor of Science in Computer Science] for the academic session [Year/Batch] at [College Name]. I kindly request detailed information regarding the admission process as well as the semester-wise fee structure for the aforementioned program.

Specifically, I would appreciate clarification on the following points:

- Eligibility criteria for admission into the program
- List of documents required during the application process
- Important dates and deadlines related to admission
- Details of the semester-wise tuition and other applicable fees
- Information regarding scholarships or financial aid, if available

Kindly provide the semester-wise fee structure in a detailed format to help me understand the financial requirements for the course. This information will assist me in making an informed decision regarding my educational pursuits.

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

Yours faithfully,

[Your Name]