

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

To  
The Admissions Office  
[Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Eligibility Criteria for Diploma Courses

Dear Sir/Madam,

I am writing to request detailed information regarding the eligibility criteria for the diploma courses offered at your esteemed institution. I am keenly interested in pursuing the [Name of Diploma Course] and would appreciate your guidance on the admission requirements.

Specifically, I would like to know about:

- The minimum academic qualifications required;
- Any age restrictions or specific prerequisites;
- Necessary documents to be submitted during the application process;
- Information on entrance exams, if applicable;
- Any additional requirements for out-of-state or international applicants.

I would be grateful if you could provide detailed information or direct me to the relevant resources or contacts for further guidance. This will help me ascertain my eligibility and prepare the necessary documents before applying.

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

Yours faithfully,  
[Your Name]