

Sample Inquiry Letter for College Admission (Undergraduate Programs)

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the undergraduate admission process at **[College/University Name]**. I am very interested in applying for the upcoming academic year and would like to request information regarding the following:

- Admission requirements for undergraduate programs
- Application deadlines and important dates
- Availability of courses and majors offered
- Required documents for application
- Scholarship and financial aid opportunities

Kindly provide me with the relevant details and any brochures or online resources that will help me prepare my application. I appreciate your time and assistance, and I look forward to your response.

Thank you very much.

Sincerely,

[Your Name]