

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

Admissions Office  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Subject: Formal Inquiry Regarding [Course Name] Program Details

Dear Sir/Madam,

I am writing to formally request detailed information regarding the **[Course Name]** offered at **[University Name]**. As a prospective student eager to pursue my academic interests and enhance my career prospects, I would appreciate it if you could kindly provide comprehensive information on the following aspects of the program:

- **Curriculum:** Please provide an overview of the course structure, including core subjects, elective options, and any practical components or internships.
- **Admission Requirements:** What are the specific qualifications, prerequisites, and documents required for application?
- **Tuition Fees:** Kindly outline the tuition fees, payment schedules, and any available scholarships or financial aid options.
- **Course Duration:** How long does the program take to complete, and what are the primary start dates?
- **Faculty Qualifications:** Could you share information about the academic backgrounds and experience of the teaching staff for this course?
- **Available Resources:** What facilities and support services are accessible to students enrolled in this program (e.g., libraries, laboratories, career counseling)?

I would be grateful if you could send me a brochure or direct me to relevant online resources, should they be available. Please let me know if additional information from my side is required to process this inquiry.

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

Sincerely,  
[Your Name]