

Inquiry Letter for Early Decision Admission: Template

An **inquiry letter for early decision admission** is a formal request sent by a prospective student to a college or university's admissions office. Its purpose is to seek specific information about the early decision application process, including deadlines, eligibility requirements, required documents, and any recommendations for applicants.

Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Admissions Office
[College/University Name]
[Address]
[City, State, ZIP Code]
Dear Admissions Committee,
I am writing to inquire about the early decision admission process for the [year/semester, e.g., Fall 2025] term at [College/University Name]. I am highly interested in applying to your institution and would like to learn more about the following:
- Key application deadlines and timelines
- Eligibility criteria for early decision applicants
- Required documents and materials
- Any specific benefits or commitments associated with early decision admission
I would greatly appreciate any information or advice you can provide to help me prepare a complete and timely application. Thank you in advance for your assistance. I look forward to hearing from you.
Sincerely,
[Your Name]

Example

Jessica Carter
123 Main Street
Springfield, IL 62704
jessicacarter@email.com
(555) 123-4567
June 10, 2024
Admissions Office
Greenfield University
456 College Ave
Greenfield, IL 60302
Dear Admissions Committee,
I am writing to inquire about the early decision application deadline for the Fall 2025 academic year and to understand the criteria for early decision candidates. I am deeply interested in your university and would like to learn more about the following:
Could you please provide details regarding:
- The specific deadline for early decision applications
- Application requirements unique to early decision candidates
- Notification and response timelines
I greatly appreciate your guidance and look forward to your reply.
Sincerely,
Jessica Carter