

# Sample Inquiry Letter for MBA College Admission

Date: [Insert Date]

Admissions Office  
[Name of the MBA College/University]  
[College/University Address]  
[City, State, ZIP Code]

Dear Admissions Officer,

I hope this letter finds you well. My name is [Your Name], and I am interested in applying for the MBA program at [Name of the College/University]. I am eager to learn more about your esteemed institution and the programs you offer.

I would greatly appreciate it if you could kindly provide me with detailed information regarding the following aspects:

- The MBA program's application process and key deadlines
- Program structure, curriculum, and elective options
- Campus facilities, student support services, and extracurricular opportunities
- A comprehensive breakdown of tuition fees, including:
  - Tuition charges per semester/year
  - Registration or administrative fees
  - Additional charges such as library, laboratory, or activity fees
  - Estimate of living expenses (if applicable)
- Details on any available financial aid, scholarships, or assistantships for prospective students

I would be grateful if you could also share any brochures or online resources that might help me gain a better understanding of your MBA program.

Thank you very much for your time and attention. I look forward to your response and hope to have the opportunity to become a part of your institution's vibrant academic community.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Email Address]