

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[College/University Address]  
[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to [College/University Name] for the [intended major/degree] program for the [Fall/Spring Year] semester.

I have a few questions regarding the application process and requirements. Specifically, I would like to inquire about [specific questions you have, such as application deadlines, required documents, or scholarship opportunities].

Thank you for your assistance. I look forward to your response.

Sincerely,  
[Your Name]