

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Fox Valley Technical College
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in the [specific program name] at Fox Valley Technical College. I would like to inquire about the details regarding the program, including admission requirements, course offerings, and any potential financial aid options available.

Additionally, I would appreciate any information on orientation sessions or open house events that may be available for prospective students.

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

Sincerely,

[Your Name]