

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

[Recipient's Name]
[Recipient's Title]

Fort Valley State University

[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Inquiry

I am writing to inquire about [specific topic or purpose of inquiry]. I am particularly interested in [brief explanation of your interest or question].

[Provide any necessary background information related to your inquiry. Include relevant details that will help the recipient understand your request.]

I would appreciate any information you can provide regarding [specific questions or information needed]. Additionally, if there are any forms, guidelines, or procedures I should follow, please let me know.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]