

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

[Recipient's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about [specific inquiry or information you are seeking].

[Provide a brief background or reason for your inquiry.]

I would appreciate any details you could provide regarding [specific questions or topics of interest].

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

Sincerely,

[Your Name]