

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

Office of Admissions
Grand Valley State University
1 Campus Drive
Allendale, MI 49401

Dear Admissions Office,

[Subject: Briefly state the purpose of your letter]

I am writing to [state your reason for writing, e.g., inquire about application requirements, request information about a specific program, etc.].

[Provide details about your inquiry or request; include any relevant personal information, such as your intended major, application status, etc.]

I would appreciate any assistance you could provide regarding this matter.

Thank you for your attention to my letter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]