

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding HSC Admission Process

I hope this letter finds you well. I am writing to inquire about the admission process for the Higher Secondary Certificate (HSC) program at [Institution's Name].

I would like to gather information regarding the following:

1. The eligibility criteria for HSC admission.
2. Important dates and deadlines for the application process.
3. Required documents for submission.
4. Any entrance examinations or interviews that may be necessary.
5. Information on scholarship opportunities for prospective students.

I appreciate your attention to my queries and look forward to your prompt response. Thank you for your assistance.

Sincerely,

[Your Name]