

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

[Admissions Office]
Indiana University
[Office Address]
[City, State, Zip Code]

Dear Admissions Office,

Subject: Request for Assistance with My Application

I hope this letter finds you well. I am writing to request assistance with my application to Indiana University for the [specific program/semester/year]. As I navigate through the application process, I have encountered a few questions and require clarification on the following points:

1. [Specific question or issue #1]
2. [Specific question or issue #2]
3. [Specific question or issue #3]

I believe that addressing these queries will enhance my application and ensure that I submit all necessary documents correctly and on time. I appreciate your attention to my concerns and any guidance you can provide.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Program of Interest]