

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the [specific program/department/position] at [Company/Organization Name]. I am very interested in learning more about the application process and any relevant details regarding eligibility and requirements.

I have [briefly describe your background, qualifications, or interest related to the inquiry]. I believe that my skills and experiences align well with what [Company/Organization Name] is looking for.

Could you please provide me with information on [specific questions about the application process]? I would greatly appreciate any guidance you can provide.

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

Sincerely,

[Your Name]