

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About Admission Process

I hope this letter finds you well. I am writing to inquire about the admission process for [Grade/Program Name] at [School Name] for the upcoming academic year.

I would appreciate any information regarding the following:

1. Admission requirements
2. Important dates and deadlines
3. Curriculum details
4. Financial aid or scholarship opportunities

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

Sincerely,

[Your Name]