

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently [your current status, e.g., an undergraduate student, a working professional, etc.], interested in pursuing a Juris Doctor (JD) degree at [Institution's Name].

I am writing to inquire about the coursework involved in the JD program, specifically regarding [any specific areas of interest, e.g., electives, clinics, specializations, etc.]. I would greatly appreciate any information you could provide regarding course offerings, prerequisites, and opportunities for practical experience during the program.

Additionally, if there are any informational sessions or open houses scheduled, I would be eager to attend to gain further insight into the program and its offerings.

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

Sincerely,
[Your Name]