

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University/College Name]  
[Department/Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the Juris Doctor (JD) degree program offered by [University/College Name].

I am interested in learning about the curriculum, admission requirements, application deadlines, and any available financial aid options. Additionally, I would appreciate any details regarding the program's structure, opportunities for practical experience, and career services for graduates.

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

[Your Name]