

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

Office of Admissions
JFK University
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request information regarding [specific program or inquiry]. I am particularly interested in [briefly explain your interest or any relevant background information].

I would appreciate any materials you could provide, including application deadlines, program details, and any upcoming information sessions.

Additionally, if possible, I would like to request a meeting with an admissions counselor to discuss my application in more detail.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]