

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

Office of Admissions
Kansas State University
119 Anderson Hall
Manhattan, KS 66506

Dear Admissions Office,

Subject: Inquiry About Admission Process/Program Details

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the [specific program or admission process] at Kansas State University.

I have a few questions regarding [insert specific questions or topics you wish to inquire about]. I am eager to understand more about [mention any relevant details, such as application requirements, deadlines, campus facilities, etc.].

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

Sincerely,
[Your Name]