

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

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

Dear Admissions Office,

Subject: Inquiry About Admission Process for [Specify Program/Department]

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to Kansas State University for the [Quarter/Semester Year] term. I am particularly keen on the [Specify Program/Department] and would appreciate any additional information regarding the admission process, deadlines, and requirements.

Specifically, I would like to know:

1. What are the prerequisites for the [Specify Program/Department]?
2. Are there any specific scholarships or financial aid options available for incoming students?
3. Can you provide details on campus visits or virtual information sessions?

Thank you for your time and assistance. I look forward to your prompt response so that I can proceed with my application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Student ID (if applicable)]