

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

[Recipient Name]  
[Recipient Title]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the application process for the [specific program or opportunity, e.g., Legal High School (LHS)] at [Institution/Organization Name].

As a prospective applicant, I am keen to understand more about the requirements, deadlines, and any additional information that may assist in my application. I am particularly interested in [mention any specific areas of interest related to the program].

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

Sincerely,  
[Your Name]