

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

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the Licensed Vocational Nurse (LVN) program offered at [School Name].

I would appreciate it if you could provide me with details regarding the following:

1. Admission requirements and deadlines
2. Program curriculum and duration
3. Tuition costs and available financial aid options
4. Clinical training opportunities
5. Career placement assistance for graduates

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

Sincerely,

[Your Name]