

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding MHS Program

I hope this message finds you well. My name is [Your Name], and I am interested in learning more about the MHS (Master of Health Science) program offered at [Organization/Institution Name].

I have a few questions regarding the program, specifically related to [mention the specific areas of inquiry, e.g., admission requirements, curriculum structure, financial aid, etc.].

I would appreciate any information you could provide, or if there is someone else I should contact regarding my inquiry.

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

Sincerely,

[Your Name]