

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the Nurse Practitioner program offered at [Institution's Name]. I am particularly interested in learning about the curriculum, admission requirements, application deadlines, and any specific prerequisites necessary for enrollment. Additionally, I would appreciate any insights on clinical placement opportunities and financial aid options available for prospective students.

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

Sincerely,  
[Your Name]