

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

Office of Admissions  
Northern Virginia Community College  
[Office Address]  
[City, State, Zip Code]

Dear Admissions Office,  
Subject: General Inquiry

I hope this letter finds you well. My name is [Your Name], and I am considering enrolling at Northern Virginia Community College for the upcoming academic term.

I am writing to inquire about [specific information you are seeking, e.g., admissions requirements, program offerings, financial aid options, etc.]. I would greatly appreciate any details you could provide regarding [specifics of your inquiry].

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

Sincerely,  
[Your Name]

[Your Student ID (if applicable)]