

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

Office of Admissions
Ogden University

[University Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am interested in applying to Ogden University for the [upcoming academic year/fall semester]. I have a few questions regarding the application process and would greatly appreciate your guidance.

[Insert specific questions or topics of inquiry about the university, programs, scholarships, deadlines, etc.]

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

Sincerely,
[Your Name]