

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/Institution Name]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the prerequisites for admission to the [specific program name] for the upcoming academic year.

As I am preparing my application, I want to ensure that I meet all necessary requirements, including academic qualifications, standardized test scores, and any specific coursework that may be needed. I would appreciate it if you could provide details regarding:

1. Required undergraduate degree or major
2. Minimum GPA or test score requirements
3. Relevant coursework or background knowledge
4. Any additional materials or experiences that would strengthen my application

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

Sincerely,

[Your Name]
[Your Contact Number]