

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

[Admission Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. I am writing to inquire about the postgraduate admission process for [specific program] at [University Name] for the [upcoming academic year/semester].

I would like to know more about the following:

1. Application deadlines
2. Required documents
3. Admission criteria
4. Any available scholarships or financial aid

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

Sincerely,  
[Your Name]