

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the Postgraduate Diploma programs offered at [Institution/University Name]. I am particularly interested in [specific program or field of study], and I would like to gather more information regarding the curriculum, admission requirements, and application deadlines.

Additionally, I would appreciate any details regarding financial aid options or scholarship opportunities available for prospective students.

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

Sincerely,

[Your Name]