

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

Admissions Office
RKC

[Institution's Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. I am writing to inquire about the application process for the RKC program. I am very interested in learning more about the requirements and deadlines, as well as any upcoming information sessions.

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

Sincerely,
[Your Name]