

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

Office of Admissions
University of Florida
201 Criser Hall
P.O. Box 114000
Gainesville, FL 32611-4000

Dear Admissions Committee,

Subject: Inquiry Regarding UF Admission Requirements

I hope this message finds you well. My name is [Your Name] and I am a prospective student interested in applying to the University of Florida for the [upcoming academic year/semester]. I am writing to inquire about the specific admission requirements for [mention the desired program/major, if applicable].

I would appreciate any information you could provide regarding:

1. Required application materials (transcripts, letters of recommendation, essays, etc.)
2. Standardized test score requirements (SAT/ACT)
3. Important deadlines for application submission
4. Any additional criteria or recommendations for prospective students

Thank you for your time and assistance. I look forward to your response and appreciate any guidance you can provide as I prepare my application.

Sincerely,

[Your Name]
[Your High School/Current Institution, if applicable]
[Your Graduation Year, if applicable]
[Optional: Your Student ID, if you have one]