

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

Admissions Office  
The University of Queensland  
[University Address]  
[City, State, ZIP Code]

Dear Admissions Office,

Subject: Inquiry Regarding Admission Process

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the admission process for the [specific program name, e.g., Bachelor of Science] at The University of Queensland for the [intended semester/year, e.g., Fall 2024] intake.

I am particularly interested in understanding [specific queries, e.g., application deadlines, required documents, eligibility criteria, etc.]. Additionally, I would appreciate any information on [further inquiries such as scholarships, campus tours, or any specific program details]. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID, if applicable]