

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

Admissions Office
University of Johannesburg
[University Address]
[City, State, Zip Code]

Dear Admissions Officer,

I hope this letter finds you well. I am writing to inquire about the admission process for [specific program or course] for the [specific academic year/term]. I am particularly interested in understanding the application requirements, deadlines, and any additional materials that may be necessary for submission.

I would also appreciate information regarding scholarship opportunities and any open days or information sessions that may be available for prospective students.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]