

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am interested in pursuing a career as an ultrasound technician. I am reaching out to inquire about the education and training programs available in your institution, as well as any potential opportunities for clinical internships.

I would appreciate any information you could provide regarding program prerequisites, course structure, and application processes. Additionally, if possible, I would like to know about the job placement rates for graduates of your program.

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

Sincerely,  
[Your Name]