

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

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

Dear Admissions Officer,

I hope this letter finds you well. I am writing to request more information regarding the programs and admission process at the University of Toronto. I am particularly interested in [specific program or area of study] and would appreciate any details on requirements, deadlines, and application procedures.

Additionally, I would like to inquire about [any specific questions or topics you would like more information about, such as financial aid, campus facilities, student organizations, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]