

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
Vermont State University
[University Address]
[City, State, Zip Code]

Dear Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am interested in learning more about the academic programs offered at Vermont State University. I am particularly interested in [specific program or major] and would like to inquire about the following:

1. Admission requirements for the [specific program].
2. Information on curriculum and courses available.
3. Opportunities for [internships, research, study abroad, etc.].
4. Details on financial aid and scholarship options.

I appreciate your assistance and any brochures or materials you could send my way. Thank you for your time, and I look forward to your response.

Sincerely,
[Your Name]