

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Department]
Washington University in St. Louis
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [a prospective student/applicant/researcher] interested in [specific program/department]. I am writing to inquire about [specific information you are seeking, e.g., application requirements, research opportunities, program details].

I am particularly interested in [mention any specific area of interest or relevant experience], and I believe that [mention why WUSTL stands out to you or how it aligns with your goals].

Could you please provide me with [specific questions or information you seek]? I appreciate your assistance and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]