

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

Admissions Office
XJTLU

[University Address]
[City, State, Zip Code]

Dear Admissions Office,

Subject: Inquiry Response Regarding [Specific Inquiry Topic]

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding [specific details about the inquiry, e.g., application process, program details, scholarship opportunities, etc.]. [Provide a brief summary of your inquiry, including any relevant details or questions you asked previously.]

I appreciate the assistance you provide to prospective students and would be grateful for any additional information or clarification regarding [specific areas you would like more information on].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]