

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

Admissions Office
Yharnam University
[University Address]
[City, State, ZIP Code]

Dear Admissions Office,

Subject: Inquiry About [Specific Program or Information]

I hope this message finds you well. My name is [Your Name], and I am interested in applying to Yharnam University for the [specific program or degree] starting in [intended start date, e.g., Fall 2024].

I would like to inquire about the following:

1. [Specific question or information you seek, e.g., admission requirements, deadlines, program details]
2. [Another question or area you need clarification on]
3. [Any additional questions or concerns]

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)]