

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

Admissions Office
York University
4700 Keele St
Toronto, ON M3J 1P3
Canada

Dear Admissions Officer,

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 York University for the [specific program] for the [upcoming academic year/term].

I would like to inquire about [specific questions or information you are seeking, e.g., admission requirements, deadlines, program details, etc.]. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID if applicable]