

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University of Johannesburg]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Office],

Subject: Application Inquiry for [Specific Program or Course Name]

I hope this message finds you well. My name is [Your Name], and I am interested in applying for the [Specific Program or Course] at the University of Johannesburg for the upcoming academic year.

I would like to inquire about [specific questions regarding application requirements, deadlines, scholarships, etc.]. Additionally, I seek clarity on [any other concerns or information needed].

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]