

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

[Date]
[Recipient's Name]
[Title]

[Department Name]
[University of Alberta]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic or Program]

I hope this message finds you well. My name is [Your Name], and I am interested in [specific program or topic] at the University of Alberta. [Provide a brief introduction about yourself and your interest in the program.]

I am writing to inquire about [specific questions or information you need]. I would greatly appreciate any information you can provide regarding [elaborate on the specific details].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]