

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Head of Department's Name]  
[Department Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Head of Department's Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this letter finds you well. I am [Your Name], a [Your Position/Designation] in the [Your Department/Program] at [Your Institution/Organization]. I am writing to inquire about [specific topic or issue].

[Briefly explain the context or reason for your inquiry. You may want to include any relevant details that would assist in addressing your request.]

I would greatly appreciate it if you could provide clarity on this matter or direct me to the appropriate resources or contacts that could assist me.

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

Sincerely,

[Your Name]  
[Your Position/Designation]  
[Department Name]  
[Your Institution/Organization]