

Inquiry Letter for Study Abroad Program Consent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your Institution]. I am writing to inquire about the possibility of participating in the [Specific Study Abroad Program Name] program scheduled for [Program Dates].

As I prepare for this exciting opportunity, I would like to seek your consent regarding my participation. I believe that this program will greatly enhance my academic and cultural experience as well as contribute to my personal growth.

Please let me know if there are any specific requirements or forms that need to be completed, as well as the process for obtaining your consent. I appreciate your time and guidance on this matter.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Student ID (if applicable)]