

# **Inquiry Regarding Postgraduate Residency Program Application**

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

[Recipient's Name]  
[Recipient's Title]  
[Residency Program Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Current Position, e.g., a medical student at XYZ University] pursuing my interest in [specific field of residency]. I am writing to inquire about the application process for the postgraduate residency program offered at [Institution Name].

I am particularly drawn to your program because [briefly state your reasons for interest, e.g., its reputation, specific faculty, or unique opportunities]. I would appreciate any information you could provide regarding the prerequisites, application deadlines, and any other relevant details necessary for prospective candidates.

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

Warm regards,

[Your Name]