

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the international student orientation programs offered at [Institution's Name] for the upcoming academic year. As an incoming international student, I believe that participating in an orientation program would greatly assist me in my transition to studying in a new country.

Could you please provide me with information regarding the dates, schedule, and components of the orientation program? Additionally, I would like to know if there are any fees associated with it and whether registration is required in advance.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]