

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title]

[Educational Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about certain policies at [Educational Institution Name] that I believe require clarification.

Specifically, I would like to seek information regarding [specific policy or issue you wish to inquire about]. It would be greatly appreciated if you could provide details on [specific points of clarification you are interested in].

Understanding these policies is important for [reason why you need clarification], and I would value your guidance on this matter.

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

Sincerely,

[Your Name]