

Your Name

Your Address

Your City, State, Zip

Your Email

Your Phone Number

Date

Admissions Office

Business School Name

School Address

City, State, Zip

Dear Admissions Committee,

I am writing to inquire about the application process for the MBA program at [Business School Name]. I am keenly interested in pursuing a business degree and would like to gather more information regarding admission requirements, deadlines, and any other pertinent details.

Additionally, I would appreciate any information on financial aid opportunities, scholarships, and potential networking events for prospective students.

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

Sincerely,

Your Name