

# Inquiry about Audition Requirements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 message finds you well. I am writing to inquire about the audition requirements for the music program at [Institution's Name]. I am very interested in applying and would like to ensure I am well-prepared.

Could you please provide information regarding:

- The specific pieces required for the audition
- The format of the audition (in-person, virtual, etc.)
- Any additional materials or documents needed
- The deadlines for submission and audition dates

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]