

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in pursuing a degree in Library Science at [University/Institution Name]. I am writing to inquire about the details of your program, including admission requirements, available courses, and any scholarship opportunities that may be available.

Additionally, I would appreciate any information on the practical experiences provided through your program, such as internships or partnerships with local libraries.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]