

# Inquiry Regarding Public Policy Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am interested in learning more about the public policy program offered at [Organization/Institution Name].

I am particularly curious about [specific aspect or detail you want to inquire about, e.g., curriculum, admission requirements, or opportunities for research and internships]. I believe this program aligns well with my career goals, and I would appreciate any information you could provide.

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

Sincerely,

[Your Name]