

# Admission Inquiry for Part-Time Programs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. My name is [Your Name], and I am interested in exploring the part-time programs offered at [University/College Name]. I am considering furthering my education while continuing to work, and I believe that a part-time program would best suit my needs.

Could you please provide me with information regarding the following:

- Available part-time programs and their schedules
- Admission requirements and application deadlines
- Tuition fees and financial aid options
- Any additional resources for part-time students

I appreciate your assistance, and I look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]