

Inquiry for College Application Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[College/University Name]

[Office of Admissions/Relevant Department]

[College Address]

[City, State, Zip Code]

Dear [Admissions Officer/Specific Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of applying to [College/University Name] for the [upcoming academic year/semester]. I am reaching out to inquire about any assistance available for applicants during the application process.

I would greatly appreciate any information on workshops, one-on-one counseling, or resources that could aid me in preparing my application.

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

Sincerely,

[Your Name]