

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the upcoming educational contest titled "[Contest Name]." I am interested in learning more about the contest specifics, including eligibility criteria, guidelines, key dates, and any associated registration fees.

Additionally, I would appreciate any information regarding the contest theme, judging criteria, and prizes available to participants.

Thank you for your assistance. I look forward to your prompt response so I can prepare accordingly.

Sincerely,

[Your Name]