Request for Acceptance Rate Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to kindly request confirmation of the acceptance rate for [specific program or department] at [Institution Name]. As I consider my options for higher education, understanding the acceptance rate is crucial for my decision-making process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]