

# Enrollment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Enrollment Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the enrollment process for the upcoming academic year at [School/Institution Name].

I am particularly interested in [specific program/course or grade level], and I would appreciate any information regarding application deadlines, eligibility requirements, and tuition fees.

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

Sincerely,

[Your Name]

[Your Contact Information]