

# Request for Admission Criteria

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am interested in applying to [specific program] at [University Name]. I am writing to request detailed information regarding the admission criteria for this program.

Understanding the specific admission requirements is crucial for me as I prepare my application. I would appreciate any guidance on academic prerequisites, standardized test scores, letters of recommendation, and any other relevant criteria.

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

Sincerely,

[Your Name]