

Inquiry Letter for Community College Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[College Name]

[College 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 learning more about the [specific program name] offered at [College Name]. I am particularly keen on understanding the curriculum, the admission requirements, and any available financial aid opportunities.

Additionally, I would like to know if there are any upcoming information sessions or open house events where I can gather more information and meet faculty members.

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

Sincerely,
[Your Name]