

Request for Graduate College Program Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in pursuing a graduate program in [specific field or program] at [College/University Name]. I would like to kindly request additional information regarding the program specifics, including admission requirements, curriculum details, and application deadlines.

Understanding these details will greatly assist me in making an informed decision about my academic future.

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

Sincerely,

[Your Name]