

Request for Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Subject: Request for Information on Online College Programs

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am interested in exploring online college programs offered by [College/University Name]. As I plan to further my education, I would greatly appreciate it if you could provide me with detailed information regarding the following:

- Available online degree programs
- Admission requirements
- Tuition and fees
- Financial aid options
- Program durations and formats

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

Sincerely,

[Your Name]