

Request for Information on International College Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the requirements for the international college program at [Institution's Name]. As I am considering applying for the [specific program or course], I would greatly appreciate your guidance on the necessary documentation, eligibility criteria, and any specific deadlines I should be aware of.

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

Sincerely,

[Your Name]