Admission Interview Request

Recipient Name

Recipient Title

Department Name

University Name

Address Line 1

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am an applicant for the [Program Name] graduate program at [University Name]. I am writing to kindly request an interview regarding my application.

I am very excited about the opportunity to discuss my qualifications and how I can contribute to your esteemed program. I am available for an interview at your convenience, and I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to the possibility of discussing my application further.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]