

# Inquiry Regarding College Entrance Support

From: [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[College/University Name]  
[College/University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Education Level, e.g., high school senior] interested in applying to [College/University Name]. I am reaching out to inquire about the support systems available for prospective students during the college entrance process.

Specifically, I would like to know more about the following:

- Guidance services for college applications
- Resources for financial aid and scholarships
- Workshops or events focused on college readiness

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

Sincerely,  
[Your Name]