

Inquiry for Academic Competition Entry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the upcoming [Name of the Competition] scheduled for [Date of the Competition]. I am very interested in participating and would like to gather more information regarding the application process, eligibility criteria, and any specific requirements for entries.

Additionally, could you please provide details regarding the deadlines and any important dates I should be aware of? I want to ensure that I prepare adequately ahead of time.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]