

Inquiry About Academic Support

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Institution: [Recipient's Institution]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the academic support services available at [Institution Name]. As a [Your Program/Year] student, I am eager to ensure that I have access to all resources that can help enhance my learning experience and academic success.

Could you please provide information on the following:

- Available tutoring or mentoring programs
- Workshops or seminars on study skills and academic writing
- Resources for mental health and stress management

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]