

# Letter of Inquiry

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

[Recipient Name]  
[Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [Your Institution]. I am writing to inquire about a specific policy and its implications regarding possible violations.

Recently, I have observed [describe the situation or incident related to the policy violation]. I wanted to seek clarification on the following points:

1. [Question 1 about the policy]
2. [Question 2 about potential violations]
3. [Question 3 regarding reporting procedures]

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Student ID]