

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the guidelines and requirements for the upcoming academic competition organized by [Institution/Organization Name]. As a student passionate about [related subject or field], I am eager to participate and would like to ensure that I fully understand the rules and criteria for entry.

Could you please provide me with detailed information regarding the following:

- Eligibility criteria
- Registration process and deadlines
- Competition format and judging criteria
- Any specific topics or themes that must be addressed

Your assistance in this matter would be greatly appreciated. Thank you for your time and support. I look forward to your prompt response.

Sincerely,

[Your Name]