

Dear [Career Center Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am writing to inquire about the upcoming university career fair that is scheduled for [Date].

Could you please provide me with details regarding the participating companies, the format of the event, and any specific preparation sessions available for students? Additionally, I would appreciate any guidance on what to bring and how best to present myself to potential employers.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]