

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Office of Admissions/Orientation Department]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I will be joining [University Name] as a [Your Program/Department] student in [Term/Year]. I am writing to request more information regarding the upcoming university orientation session.

Specifically, I would like to know the following:

- Date and time of the orientation session
- Location of the orientation
- Agenda or schedule of activities planned
- Any materials or documents required for attendance
- Contact person for further inquiries

I appreciate your assistance and look forward to your prompt response.

Thank you!

Sincerely,

[Your Name]