

Letter of Request for Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office/Contact Person]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Information on Open Day Events

Dear [Admissions Office/Contact Person],

I hope this message finds you well. My name is [Your Name], and I am interested in applying to [University Name]. I would like to inquire about the upcoming open day events that your university will be hosting.

Specifically, I would appreciate any details regarding the dates, times, and activities planned for these events. Additionally, if there are any registration requirements or information sessions that I should be aware of, please let me know.

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

Sincerely,

[Your Name]