To,

[Name of Recipient]

[Designation of Recipient]

[University/College Address]

Date:

**Subject: Inquiry Letter about University/College Admission**

Dear Sir/Madam,

I, [Mention your full name], am writing this letter to inquire about the process of admission in your esteemed institute, [Name of Institute]. I wish to join [mention the College/University’s full name] as a student as I feel I would be better equipped here and will get well-groomed here than ,in any other institute. So, I am hopeful that you would understand my situation and allow me the opportunity to apply to your University/College.

I would request you to tell me whether I have to visit the campus and meet you personally to get admission procedure details or you would email me the same. It would be very kind of you if you could mention any other necessities that would be required in the process.

As it is a matter of my future I humbly request you to send me the admission details as soon as possible.

 Sincerely,

[Sender Name]

[Sender Contact Details]