

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[School Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am interested in applying to [College Name] for admission in Fall Quarter, 2004. I am currently a senior at [High School Name] and am planning to major in [Field of Study].

Please send me any information you have about the [Department Name] department. I'm specifically interested in learning more about:

- Available programs of study and subfields of study
- Admission requirements
- Faculty biographies and credentials
- Department areas of specialization
- Current and past faculty research projects
- Grants and scholarships
- Names and contact information for the Department Chair and Department Advisor

Please send the information to me at the address listed above. If you have questions about my request, please contact me by phone at [phone number] or by e-mail at [e-mail address].

Thank you for your assistance. I look forward to hearing from you.

Sincerely,

[Your Name]