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# Letter of Inquiry For Students

**Jane Doe**

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**June 21, 2024**

**Dr. John Smith**

**Director of Admissions**

**Springfield University**

**456 College Avenue**

**Springfield, IL 62701**

Dear Dr. Smith,

I hope this letter finds you well. My name is Jane Doe, and I am a sophomore student at Springfield High School. I am writing to inquire about the undergraduate programs at your esteemed institution, Springfield University.

As part of my academic and personal development, I am particularly interested in the Biology program. I have been following Springfield University's work and am impressed by the innovative research and strong emphasis on experiential learning. I believe that being a part of the Biology program will significantly contribute to my growth and help me achieve my career goals in biomedical research.

To help me better understand the opportunities available, I would greatly appreciate it if you could provide information on the following:

- 1. Specific course offerings and curriculum details for the Biology program.**
- 2. Research opportunities available to undergraduate students.**

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### 3. Scholarships and financial aid options for prospective students.

Additionally, if there are any application procedures, eligibility criteria, deadlines, or further details that I should be aware of, kindly include that information as well.

I am genuinely excited about the prospect of studying at Springfield University and am eager to learn more about how I can become involved. Thank you for considering my inquiry. I look forward to your response.

Yours sincerely,

**Jane Doe**

Sophomore

Springfield High School