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**Letter of Inquiry For Students**

**Jane Doe  
123 Maple Street  
Springfield, IL 62701  
jane.doe@email.com  
(555) 123-4567  
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.**
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