

Handout 1: Letter of Inquiry Example

October 15, 2008

Charles Taylor
4511 John Tyler Highway,
Williamsburg, VA,
(757) 564-3955

Linda Robinson
Admission Coordinator
Virginia University
918 Emmet Street South,
Charlottesville, VA,
(434) 924-3344

Dear Ms. Robinson:

I have heard a lot about the various courses offered by Virginia University. The official website of the university gives a lot of guidance and help to students who want admission. This is of great use as you can go through the courses and select a few that you are interested in.

While going through courses in Management, I came across a course in Waste Management. This featured under the category of green education. That really interested me as I have completed my honors in Environmental Science. I love nature and want to do some thing to nurture it through my profession.

I feel waste management is a course that will help me fulfill my dream. A lot of jobs are available in this field of management as many countries have started feeling the heat of global warming. I have some knowledge about the basics of this course but I need detailed information, so that I can make a decision to pursue my post graduate degree in waste management.

I request you to send me the detailed course structure, curriculum and admission procedure for the course as these details are not available on the website. The website gives information about fee structure, duration of course and eligibility criterion for admission.

You can send me information on my email address- charles_taylor@hotmail.com. This will be great help for me. I know it is a tough task and it will be time consuming. I look forward to your positive reply.

Yours truly,

Charles Taylor