

## Handout 2: Letter of Inquiry Template

Date

First name, Last name

My address

City, State Zip

Phone Number

Place

Address

City, State Zip

Phone Number

Salutation/Greeting:

Introduction: Include your name, where you're from, why you're writing it (PURPOSE)

*At least 3 sentences*

Explanation before you give them personal information. Ask a question if necessary.

*At least 3 sentences.*

Explain why you're asking for more information... Also asked about freshmen and college courses

*Ask for information:*

- 1) *To send*
- 2) *A website/publications*
- 3) *To set up a meeting to discuss*

Thank you for your time. I look forward to your response/hearing from you soon. If you have any questions, please contact me at ([your email address](#)) or on my cell phone (your cell number).

Closure (Sincerely),

Name

(Name of your high school) Student