

[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 for undergraduate admission to [College Name]. Please send me application materials, a catalog, an academic calendar, and a schedule of courses for Fall Quarter, 2004. I would also appreciate any information you can provide about:

- Financial aid
- Scholarship opportunities
- Student housing options
- On-campus, part-time work opportunities

Please send this 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 receiving this information.

Sincerely,

[Your Name]