

# Formal Letter Format for School

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## Sender's Information:

**Sophia Martinez**

**123 Academic Way**

**Learntown, USA 12345**

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**Phone: (567) 890-1234**

## Date:

**May 2, 2024**

## Recipient's Information:

**Mrs. Rachel Green**

**Admissions Office**

**The Academy**

**789 Education Blvd.**

**School City, USA 12345**

## Salutation:

**Dear Mrs. Green,**

## Introduction:

I am writing to inquire about the application process for your esteemed school. As a prospective student eager to join your academic community, I seek clarification on a few points regarding the necessary documentation and deadlines.

## Body Paragraph 1:

Could you please confirm whether letters of recommendation from non-academic

sources are acceptable? Additionally, I would appreciate more detailed information about the essay requirements, specifically regarding the topics and preferred format.

### **Body Paragraph 2:**

I am also curious about the interview process. Is there a specific format followed, or does it vary depending on the department to which one is applying?

### **Conclusion:**

Thank you for considering my inquiries. I am very enthusiastic about the possibility of attending The Academy and contributing to your vibrant academic community.

### **Closing:**

I look forward to your response and am available for any follow-up questions you might have.

### **Complimentary Close:**

**Best regards,**

### **Signature:**

**Sophia Martinez**