**Formal Letter Format for School**

horizontal line

**Sender's Information:**  
**Sophia Martinez  
123 Academic Way  
Learntown, USA 12345  
Email: sophiamartinez@email.com  
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**