

## Sample Letter Requesting Materials

Street Address  
City, State, Zip Code  
Date

Director of Admissions  
School Name  
Street Address  
City, State, Zip Code

Dear Sir/Madam:

I am currently a senior at Berlin High School and plan to enter college in the fall of 2004. I am interested in learning more about (name of school) and would appreciate receiving the following pieces of information.

1. An application and general bulletin explaining the entrance requirements, school costs, course offerings, and facilities.
2. Financial aid information.
3. Special information related to (particular area of interest)

Thank you for your consideration.

Sincerely,

(Your signature)  
Your full name-typed  
First, M.I., Last