

# Course Inquiry letter sample

1, MG Road Mysore,  
Sep. 20, 20xx,  
The Admission Co-ordinator,  
Sure Future LTD.,  
3, Shahajan Road,  
New Delhi,

Subject: Enquiry about graduation course in Medicine.

Sir/Madam,

I have just cleared my Senior Secondary Examination with medical subjects securing 90% marks. I am keen to pursue my graduation course in medicine in Russia.

However, I saw your advertisement in the newspaper acclaiming assistance to get admission in foreign universities. Therefore, I requested you to send me the brochures on different universities in Russia for various courses suitable for me. I need to know about the qualifying examinations' details for admission in the course of my choice in those universities. Some more processes are to be cleared also :

How do you provide assistance for admission?

Do you register the potential student? If yes, then procedure, documents required, fee, etc. Early response will be highly appreciated.

Your truly

Keshav