

Date

Your street address

City, State Zip code

Office of Admissions

Name of College

Address of College

City, State and Zip code

Dear Sir:

I am a senior at _____ High School in Houston, Texas, and am interested in attending (Name of college) in the fall of 200__ . Please send me a current catalog along with an application for admission and information on housing. I also need information concerning financial aid. (State any other request or special information you desire.)

I would appreciate receiving this information at your earliest convenience. Thank you for your prompt attention to these requests.

Sincerely yours,

(Your name)