

APPLYING TO COLLEGE

ACTIVITY 26 WORKSHEET

Letter Requesting Information

Date

Your Address
City, State ZIP

Admissions Office
Name of School
Address
City, State ZIP

Admissions Counselor,

I am a (freshman, sophomore, junior, senior) at (name of your high school). I am planning to go on to (college, community college, technical college) and I am interested in (name of the college). I am considering a program of study in (your area of interest).

Please send me a catalog, application form, financial aid forms and other information that will help me learn more about your school.

Thank you for your assistance,

Sincerely,

Your name