



## E-mail - Asking about Eligibility to a Program

---

**DO NOT COPY/PASTE DO NOT COPY/PASTE DO NOT COPY/PASTE DO NOT**

**(All our students will have access to this material)**

To: The admissions committee of XXX  
Re: Master in XXX

Dear Sir/ Madam,

My name is XXX. I have recently graduated in Business Administration from XX - XX in Sao Paulo, Brazil. I received my undergraduate degree in December XXX. The reason I write is I would like to learn more about one of the programs offered by XXX: XXX.

It is my intention to search for academic and professional improvement and to enhance my background in my area of preference/expertise - marketing. In researching graduation courses, I found out that your program apparently meets my needs and expectations and the location of the school, XXX, is especially attractive. Regarding my professional experience, I have been working for the marketing department of a very renowned consumer goods company, XXX, for almost one and a half years.

I would very much appreciate if you could also tell me about my eligibility to the program. Attached, please find my résumé with my detailed profile.

Thank you.

Sincerely,

XXX