

Hello,

Thank you for contacting us with your questions. My name is **[First and Last Name]**, I am a **[Profession]** of **[Administrative Department at University Name]**, **[Office Name]**.

Your email is important to me, and I will respond to it soon. I am currently out of the office and will return on the **[Date]**.

Meanwhile you may choose to direct your email to another admissions contact if more appropriate:

Freshman admissions enquiries: **[Email Address]**

Transfer admissions enquiries: **[Email Address]**

International admissions enquiries: **[Email Address]**

If you require an urgent response, please contact the **[Office Name]** at **[email address]** or visit the **[Website Link]**.

I appreciate your interest in **[University Name]** and your patience during this busy season of year for the **[Department name]**.

Wish you all the best,

First and Last Name

Position

Department

University

More Information: **[Link to FAQ Page of Department]**

University

Department

Address

Postcode, City

State, Country

Phone

Email

Facebook | Twitter | LinkedIn [Insert Links]