SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

University email pack (sample of 5)

Sample enquiry and a reply draft for Kavya Suresh (fictional). A paid pack has five emails plus reply drafts, for you to send from your own address. Sample – fictional details. The people, employers, universities and addresses do not exist.

Email 1 — Programme enquiry (you send this)

Subject: Enquiry: MSc Data Science, 2026–27 — Kavya Suresh

Dear Admissions team,

I am completing a B.Sc. in Physics in India and I would like to ask whether my degree meets the academic requirement for your MSc Data Science programme for 2026–27 entry. I have attached a short academic CV. I would also be grateful if you could confirm whether an English-language test is required at the point of application.

Kind regards,
Kavya Suresh
kavya.suresh.sample@example.com

Reply draft (if they ask for a transcript)

Thank you for your message. I attach my unofficial transcript and will send the official document when the university issues it. Please let me know if you need the syllabus for the statistics paper.

On the University Enquiry Service, QuillVita emails universities from hello@quillvita.in only with your written consent. The email pack is for you to send yourself. We are not the university's agent.