

SAMPLE DEPARTMENTAL LETTER TO
PROSPECTIVE STUDENTS
(pros1tr.doc)

Today's Date

```
{ MERGEFIELD FName } { MERGEFIELD Lname }  
{IF {MERGEFIELD Person_Address1} <> " " "{MERGEFIELD Person_Address1}" } {IF  
{MERGEFIELD Person_Address2} <> " " "{MERGEFIELD Person_Address2}" }  
{IF {MERGEFIELD Person_City} <> " " "{MERGEFIELD Person_City}, " } {IF  
{MERGEFIELD Person_State} <> " " "{MERGEFIELD Person_State} " } { IF {  
MERGEFIELD Person_Postal } <> " " "{ MERGEFIELD Person_Postal }" }
```

Dear { MERGEFIELD FName }:

Thank you for your recent inquiry to the Horace H. Rackham School of Graduate Studies at the University of Michigan. (Insert a blurb here about your program and contact name, email address, etc). Please remember to use your University of Michigan identification number { MERGEFIELD Emplid } when corresponding or have it ready when speaking with staff.

We hope that you will choose the University of Michigan for your graduate studies and wish you the best in your future academic endeavors.

Sincerely,

Department Name
Department Address

APPENDIX E