

Inquiry for Extension Program Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am interested in the extension program offered by [University Name]. I would like to inquire about the registration process for the upcoming term, including important deadlines and any prerequisites that are required.

Additionally, I would appreciate any information regarding the program's curriculum, faculty, and potential benefits for participants.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]