

# Association Learning and Development Course Schedule Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the schedule for the upcoming Learning and Development courses offered by [Association's Name]. As a member of our organization, I am keen to participate and would appreciate any information regarding the dates, timings, and topics covered.

Furthermore, if there are any prerequisites or registration processes I should be aware of, please share those details as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]