

Inquiry about Language Course Admission

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Admission Office

[Institution Name]

[Institution Address]

Dear Admissions Officer,

I am writing to inquire about the admission process for the Language Course that is offered at [Institution Name]. I am very interested in improving my language skills and would like to know more about the eligibility requirements, course structure, and application deadlines.

Additionally, I would appreciate any information on tuition fees, available scholarships, and class schedules.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]