

# Request for Course Outline

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization's Name]  
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed outline of the [Course Name] that is scheduled to start on [Course Start Date]. As an enrolled student, I believe having access to the course outline is essential for my preparation and understanding of the course expectations.

Could you kindly provide the course outline that includes topics covered, reading materials, assignment deadlines, and any other pertinent information?

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

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Student ID]