

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of ethnic studies classes at [Institution's Name] for the upcoming academic year. As a prospective student keen on exploring diverse cultural perspectives, I am particularly interested in the curriculum and the specific courses that will be offered.

Could you please provide information regarding the following:

- The list of ethnic studies courses available
- The instructors for these courses
- Any prerequisites or enrollment requirements

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

Sincerely,

[Your Name]