

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in the tutoring program offered by [Program Name]. I am writing to inquire about the application process and any important deadlines I should be aware of.

Could you please provide me with details regarding the requirements for the application, as well as any pertinent information about the program itself? I am eager to learn more and understand how I can best prepare my application.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]