

Letter of Interest

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in exploring non-degree education options at [Institution Name]. As a [briefly describe your background or current occupation], I am eager to enhance my skills and knowledge in [specific area of interest].

Given the changing landscape of [related field/industry], I believe that pursuing non-degree programs such as workshops, certificate courses, or online classes would greatly benefit my professional development. I am particularly interested in [mention any specific programs or subjects you are interested in].

I would appreciate any information regarding available programs, enrollment procedures, and any prerequisites that may be required.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]