

Information Request for Course Offerings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the course offerings at [Institution/Organization Name] for the upcoming academic term.

Specifically, I would like to inquire about:

- The list of available courses
- Course schedules and timings
- Prerequisites and enrollment procedures
- Any special programs or certifications offered

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

Best regards,

[Your Name]