

Request for Course Curriculum

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the course curriculum for [specific course name or program name] offered at [Institution Name]. As I am interested in [mention your reason for requesting the curriculum, e.g., enrollment, research], having access to the detailed curriculum would be greatly beneficial.

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

Sincerely,

[Your Name]