

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institute's Name]

[Institute's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in enrolling in the language course offered at [Institute's Name]. I would like to inquire about the duration of the course and any other relevant details that you can provide.

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

Sincerely,

[Your Name]