

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address Line 1]

[Address Line 2]

[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 learning more about the language proficiency levels offered by [Institution/Organization Name].

Could you please provide me with information regarding the different levels of language proficiency available, including the structure of the courses and any prerequisites required for enrollment?

Additionally, if you could inform me about any upcoming sessions or application deadlines, I would greatly appreciate it.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]