

# Request for Information on Language Courses

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in enrolling in language courses at your esteemed institution.

Could you please provide me with information regarding the following:

- Available language courses
- Course schedules and durations
- Tuition fees and payment options
- Prerequisites for enrollment
- Any upcoming placement tests or assessment interviews

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]