

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
[Institution Name]
[Institution Address]
City, State, Zip Code

Dear Admissions Office,

I am writing to inquire about the distance learning courses offered at [Institution Name]. I am particularly interested in the programs related to [specific field or subject], and I would like to know more about the curriculum, enrollment process, and any prerequisites required for admission.

Additionally, I would appreciate information regarding the following:

- Course duration and scheduling
- Tuition fees and financial aid options
- Technical requirements for online learning

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

Sincerely,
Your Name