

# Request for Information on Online Course Availability

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of online courses at [Institution's Name]. I am particularly interested in [specific course or program name], and I would like to know if it is currently offered online.

Additionally, I would appreciate any information regarding the course schedule, duration, registration process, and any prerequisites that may be required.

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

Sincerely,

[Your Name]