

# Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Organization/School 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 my child, [Child's Name], in your educational program for the upcoming school year.

Could you please provide me with information regarding the curriculum, the enrollment process, and any important dates I should be aware of? Additionally, I would appreciate details about tuition fees and any available scholarships.

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

Sincerely,

[Your Name]