

Letter of Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the early childhood education offerings at [Institution/Organization Name]. As a parent and advocate for quality early education, I am interested in learning more about the programs available for young children.

Could you please provide information regarding the following:

- Program curriculum and teaching methodologies
- Age groups served and enrollment options
- Tuition and financial assistance possibilities
- Staff qualifications and training
- Any upcoming open house events or orientations

Thank you for your time and assistance. I look forward to your prompt response as I consider the best educational opportunities for my child.

Sincerely,

[Your Name]