

# Request for Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am interested in obtaining information regarding the evening classes offered at [Private School's Name].

Specifically, I would like to know about the following:

- Subjects available in the evening program
- Eligibility requirements
- Enrollment process and deadlines
- Tuition fees and any financial aid options
- Class schedules and duration

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

Sincerely,

[Your Name]