

Inquiry About Leadership Training Sessions

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently exploring opportunities for leadership development within our team and I am reaching out to inquire about any upcoming leadership training sessions you may offer.

Specifically, I would like to know the following:

- What are the available dates and formats (in-person, virtual) for the training sessions?
- What topics are covered during the training?
- Are there any prerequisites for participants?
- What is the cost per participant?

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

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]