

Inquiry about Remedial Program Admission

Date: [Insert Date]

[Recipient's Name]
[Title/Position]
[Institution Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the admission process for the remedial program offered at [Institution Name]. I am interested in learning more about the requirements, deadlines, and any additional information that may assist me in preparing my application.

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

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]