

Inquiry Regarding Registration for Literacy Skill Development Program

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. I am writing to inquire about the registration process for the Literacy Skill Development Program offered by your organization. I am very interested in participating in this program to enhance my literacy skills.

Could you please provide me with the following information:

- The dates of registration
- The eligibility criteria
- The duration of the program
- The fees involved

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

Sincerely,

[Your Name]