

Inquiry Regarding Literacy Intervention Program Enrollment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the Literacy Intervention Program offered by [Organization/School Name]. As a parent of [Child's Name], who is currently in [Grade/Class], I am interested in learning more about the enrollment process, eligibility criteria, and any upcoming information sessions related to this program.

Our family believes strongly in the importance of literacy development, and we are eager to explore opportunities that can support [Child's Name] in enhancing their reading and writing skills. Any information you could provide regarding the program's structure, schedule, and how we can apply would be greatly appreciated.

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

Sincerely,

[Your Name]