

Request for Pre-Enrollment Guidance Session

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in enrolling in [Program/Course Name] at [Institution/Organization Name]. In order to make an informed decision, I would like to request a pre-enrollment guidance session.

I believe that a session would provide me with valuable insights about the program and help clarify any questions I may have. I am eager to learn more about the curriculum, faculty, and overall student experience.

Could you please let me know your availability for a session, either in person or virtually, at your earliest convenience? I am flexible with timings and can adjust to suit your schedule.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]