

Inquiry About Negotiation Skills Enhancement Course

Dear [Course Coordinator's Name],

I hope this message finds you well. My name is [Your Name] and I am interested in enhancing my negotiation skills to improve my professional development.

I would like to inquire about the details of your Negotiation Skills Enhancement Course, including:

- Course content and objectives
- Duration and schedule
- Available dates and locations
- Enrollment process and fees
- Any prerequisites or prior knowledge required

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

Best regards,

[Your Name]

[Your Contact Information]