

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the qualifications of the instructors teaching [specific course or program name] at [Institution's Name].

As a prospective student, I am very interested in understanding the expertise and credentials of those who will be guiding my education. It would be greatly appreciated if you could provide information regarding their academic backgrounds, professional experience, and any relevant certifications they hold.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]