

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request detailed information regarding the prerequisites for the [specific course name] course offered at [Institution Name]. As I am interested in enrolling for the upcoming [semester/term], I would like to ensure I meet all necessary requirements.

Could you please provide me with a list of the prerequisites along with any recommended preparatory courses? Additionally, if there are any resources or contacts for further assistance, I would greatly appreciate that information as well.

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

Sincerely,

[Your Name]