

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request the syllabus for the [Course Name] course, which is offered in the [semester/year]. As I am considering enrolling in this course, I would appreciate any information regarding the syllabus that outlines the course objectives, topics, readings, and evaluation criteria.

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

Sincerely,

[Your Name]