

# Summer School Enrollment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the enrollment process for the upcoming summer school program at [School/Institution Name]. I am particularly interested in [specific courses or programs] and would like to know more about the application timeline, prerequisites, and any available financial aid options.

Additionally, I would appreciate it if you could provide information regarding the teaching staff and the class sizes for this program.

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

Sincerely,

[Your Name]