

Inquiry for Indirect Tax Training Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the indirect tax training services offered by [Company's Name]. As our organization is looking to enhance our team's knowledge and compliance in indirect tax matters, we would like to explore the available training programs you provide.

Specifically, we are interested in the following:

- Course content and structure
- Duration of the training programs
- Available dates and locations
- Cost per participant
- Training mode (online, in-person, hybrid)

Could you please provide us with the relevant information regarding these aspects? Additionally, if there are any brochures or documentation available, I would appreciate if you could share those as well.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]