

Request for Part-Time College Program Availability

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[College/University Name]

[Department or Office Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the availability of part-time programs at [College/University Name]. As I am interested in pursuing further education while balancing my work commitments, I would greatly appreciate any information regarding the part-time courses or programs that your institution offers.

Specifically, I am interested in the following:

- Programs available for part-time students
- Scheduling options
- Application deadlines
- Prerequisites or admission requirements

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

Sincerely,

[Your Name]