

Request for Extracurricular Activity Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the extracurricular activities offered at [School/Organization Name]. As a prospective student/parent, I am keen to learn more about the different programs available and how they can enrich the educational experience.

Specifically, I would like to know about the following:

- Types of extracurricular activities available
- Eligibility criteria for participation
- Schedule and frequency of activities
- Any associated fees or commitments

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

Sincerely,

[Your Name]