

Inquiry into Course Offerings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the course offerings available in the curriculum at [Institution Name] for the upcoming academic year.

As a prospective student, I am particularly interested in [specific subjects or programs]. I would greatly appreciate any information you could provide regarding the availability, schedule, and any prerequisites for these courses.

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

Sincerely,

[Your Name]