

Request for Curriculum Information

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/School Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request detailed information regarding the curriculum offered at [Institution/School Name]. As I am considering options for [reason for inquiry, e.g., my child's education, my professional development, etc.], I believe understanding the curriculum will help me make an informed decision.

Specifically, I would appreciate information on the following:

- The core subjects and any elective courses available
- The teaching methodologies employed
- Any assessment or grading policies
- Opportunities for extracurricular activities

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

Sincerely,

[Your Name]