

Inquiry About Advanced Placement Courses

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Current Grade/Position] at [Your School/Institution]. I am writing to inquire about the advanced placement (AP) courses offered at [School/Institution Name] for the upcoming academic year.

Specifically, I would like to know:

- What AP courses are available?
- The prerequisites for each course.
- How the AP course curriculum aligns with college preparation.
- The process for enrolling in these courses.

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

Sincerely,

[Your Name]

[Your Contact Information]