

After-School Program Enrollment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Program Coordinator's Title]

[After-School Program Name]

[Program Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about enrollment for the After-School Program offered at [Program Location]. I am particularly interested in learning more about the activities, schedule, and availability for the upcoming session.

As a parent of [Child's Name], who is [Child's Age/Grade], I believe that the program could provide a valuable experience for their personal and academic growth. Please let me know if there are upcoming open houses or information sessions that I could attend.

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

Sincerely,

[Your Name]