

Inquiry for Afterschool Program Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Name of the School/Organization]

[Address of the School/Organization]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the registration process for the upcoming afterschool program offered at [Name of the School/Organization]. My child, [Child's Name], is interested in participating in the program, and I would like to gather more information regarding the available activities, schedules, and fees.

Additionally, could you please provide details on any required documentation or prerequisites for enrollment? I am eager to ensure that we complete the registration process timely.

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

Sincerely,

[Your Name]