

# **Inquiry About Available Learning Support Services**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the learning support services available at [Institution/Organization Name]. As a [student/prospective student/parent] interested in understanding the resources that can enhance academic success, I would appreciate any information regarding tutoring, counseling, accommodations for disabilities, and other academic support services offered.

Additionally, if there are specific procedures or requirements to access these services, I would be grateful if you could provide those details as well.

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

Sincerely,

[Your Name]