

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position, if known]
[Training Provider's Name]
[Provider's Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Training Program Fees

Dear [Recipient's Name or "Sir/Madam"],

I am writing to request detailed information regarding the fees for the **[name of training program]** offered by your organization. I am considering enrolling in this program and would appreciate your assistance in clarifying the financial requirements associated with participation.

Specifically, I would like to know the following:

- The total tuition fee for the training program
- Available payment plans or installment options
- Any additional charges or fees (e.g., materials, registration, examination fees)
- Refund policy in case of withdrawal

An itemized breakdown of the above expenses would be greatly appreciated, as it will assist me in planning my finances accordingly. If any promotional offers or scholarships are available, kindly provide details regarding their eligibility and application process.

Thank you very much for your time and assistance. I look forward to your prompt response so I may proceed with my enrollment decision.

Sincerely,
[Your Name]