

## Training Program Inquiry Letter Template

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

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

Dear [Recipient's Name],

I am writing to inquire about the [name of the training program/course] offered by your esteemed organization. I am very interested in learning more about this program and would appreciate it if you could provide detailed information regarding the following:

- Course content and objectives
- Course schedule and duration
- Tuition fees and any available discounts or scholarships
- Enrollment criteria and application procedures
- Accreditation and certification details (if applicable)

Kindly let me know if there are any upcoming sessions or important dates to keep in mind. I would be grateful if you could also share any brochures or additional resources related to the program.

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

Sincerely,  
[Your Name]

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## Follow-up Reminder Letter Template

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am following up on my previous inquiry dated [date of initial inquiry] regarding the [name of the training program/course]. I have not yet received a response and wanted to kindly reiterate my interest in your program.

I would greatly appreciate it if you could provide the requested information at your earliest convenience. Please let me know if you require any additional details from my side.

Thank you once again for your attention. I look forward to hearing from you soon.

Warm regards,  
[Your Name]