

Formal Inquiry Letter Sample: Training Program Schedule

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

[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally inquire about the schedule for the upcoming training program offered by your esteemed organization. As a prospective participant, I am eager to ensure my availability and make the necessary arrangements to attend the sessions. I kindly request detailed information regarding the following aspects of the training program:

- The exact dates and times for each training session
- The overall duration of the training program
- The structure and format (e.g., in-person, virtual, hybrid) of the sessions
- Any breaks or intervals incorporated into the schedule
- Important deadlines for registration or participation

I would greatly appreciate it if you could provide the above details at your earliest convenience. This information will assist me in planning effectively and ensuring my participation in the program.

Thank you very much for your attention to this request. Please feel free to contact me if any additional information is required.

Sincerely,
[Your Name]