

Sample Inquiry Letter: Requesting Availability of Training Courses

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

[Recipient Name]
[Title/Position]
[Institution/Training Provider Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inquire about the availability of training courses offered by your esteemed institution. I am particularly interested in [specify course or program, e.g., "the Advanced Project Management Course"], and would appreciate it if you could provide further information regarding the following details:

- Upcoming course schedules and dates
- Duration and format (online, in-person, hybrid)
- Enrollment process and prerequisites
- Course fees and payment options
- Availability of course materials or resources
- Certification or accreditation upon completion

This information will greatly assist me in planning my professional development and making an informed decision regarding enrollment. If there are any brochures or reference materials available, kindly include them as well.

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

Sincerely,
[Your Name]