

Sample Inquiry Letter for Distance Education Course Curriculum Details

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

Admissions Office
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Distance Education Course Curriculum Details

Dear Sir/Madam,

I am writing to express my interest in enrolling in the [Name of Course/Program] offered through your distance education platform. I would be grateful if you could provide me with detailed information regarding the curriculum and structure of this program.

Specifically, I would appreciate details on the following aspects:

- The complete course structure and module breakdown
- Subjects and topics covered within the program
- Duration of the course and the expected timelines for completion
- Assessment methods used for grading and evaluation
- Resources and study materials provided to students
- Any additional requirements or prerequisites for enrollment

Obtaining this information will greatly assist me in making an informed decision regarding my higher education plans. I would appreciate it if you could also include details on tuition fees, application procedures, and key admission deadlines.

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

Sincerely,
[Your Name]