

Sample Inquiry Letter for Short-term Certification Course Details

Subject: Inquiry Regarding Short-term Certification Course Details

Dear *[Recipient's Name]*,

I hope this message finds you well. I am writing to inquire about the short-term certification course in **[Course Name]** offered by your esteemed institution. I am keenly interested in enhancing my skills and would appreciate it if you could provide detailed information regarding the following aspects of the course:

- **Course Duration:** The total length and schedule of the program.
- **Curriculum:** An outline or syllabus of the topics covered.
- **Eligibility Criteria:** Academic or professional prerequisites for enrollment.
- **Fees:** The tuition and any additional costs involved.
- **Enrollment Process:** Steps and deadlines for submitting an application.

Additionally, I would appreciate any information regarding certification, assessment methods, class formats (online/offline), and instructor qualifications.

Thank you very much for your time and assistance. I look forward to your response so that I can make an informed decision regarding my enrollment.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Date]