

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

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

Dear Sir/Madam,

I am writing to inquire about the evening courses offered at your esteemed institution. I am particularly interested in pursuing further studies while managing my daytime commitments, and I would greatly appreciate detailed information regarding your evening class schedules and related program details.

Specifically, I would like to request the following information:

- The days and times during which evening courses are held.
- The duration of each evening course and the overall length of the program.
- Tuition fees and any additional costs or materials required.
- The procedure for enrollment and key dates or deadlines.
- Any prerequisites or eligibility criteria that applicants should be aware of.

I would also appreciate receiving brochures or links to online resources that provide further details about the available courses. Your assistance will help me in making an informed decision as I plan my educational pursuits.

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

Sincerely,
[Your Name]