

Sample Inquiry Letter for Online Course Syllabus and Details

Use this template to professionally request information about an online course.

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

[Recipient's Name]
[Title/Position if known]
[Institution or Course Provider Name]
[Institution Address or Email]
[City, State, ZIP Code]

Dear [Recipient's Name or "Admissions Office"],

I am writing to request detailed information regarding your online course, **[Course Name/Title]**. I am considering enrolling and would appreciate it if you could provide the following details:

- The course syllabus, including topics covered and learning objectives
- Course duration and schedule
- Tuition fees and any additional costs
- Enrollment procedures and deadlines
- Prerequisite qualifications or requirements
- Assessment methods and certification (if applicable)

Having this information will be very helpful for me to make an informed decision regarding my participation in the course. If there are any brochures or additional materials, please feel free to include them as well.

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

Sincerely,
[Your Name]