

Inquiry Letter Sample for Employee Training Program

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

[Recipient's Name]
[Recipient's Position]
[Training Provider or Institution Name]
[Provider Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Company Name] to inquire about the employee training programs offered by your organization. As part of our ongoing commitment to professional development, we are seeking training opportunities that will enhance the skills and competencies of our staff, particularly in the following areas: [briefly specify relevant areas, e.g., leadership, project management, or technical skills].

We would appreciate it if you could provide detailed information regarding:

- The types of training programs and workshops currently available
- Program content and objectives
- Duration and schedule of each training session
- Course fees and any group discounts
- Enrollment procedures and registration deadlines
- Certification or accreditation upon completion (if applicable)

Additionally, please include any brochures or supporting materials that will help us better understand your offerings.

Thank you for your assistance. We look forward to your prompt response so we may consider your programs for our employee development initiatives.

Sincerely,
[Your Name]
[Your Position]
[Company Name]