

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

[Admissions Office]
[Name of Vocational Training Institute]
[Institute Address]
[City, State, ZIP Code]

Subject: Inquiry About Vocational Training Course Fee Details

Dear Sir/Madam,

I am writing to request detailed information regarding the fee structure for the vocational training course offered at your esteemed institute. I am interested in learning about the tuition costs, payment schedules, available discounts, and any additional charges or hidden fees that I should be aware of before proceeding with the admission process.

To help me make an informed decision, could you please provide the following details:

- Total tuition fee for the course
- Due dates or installment options for fee payment
- Information on scholarships, early-bird offers, or any other discounts
- Details about additional costs (such as registration fees, study materials, examination fees, etc.)
- Refund and cancellation policies, if applicable

I would appreciate it if you could share the above information at your earliest convenience. Kindly let me know if you require any further details from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]