

Inquiry Letter Sample for Corporate Training Program Details

[Your Company Letterhead]

[Your Name]

[Your Position/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position/Title]

[Training Provider Company Name]

[Provider Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Company Name] to inquire about your corporate training programs. As part of our commitment to continuous employee development, we are actively seeking professional training partners who can enhance our team's skills and knowledge through effective training solutions.

We would appreciate it if you could provide us with detailed information regarding the following:

- A list of available corporate training courses and programs
- Course schedules and duration
- Pricing structure, including group rates and payment options
- Customization options to address specific organizational needs
- Trainer qualifications and experience
- Training delivery formats (on-site, online, blended, etc.)
- Feedback and evaluation process for participants

If available, please include your latest program brochures and any case studies or testimonials from other corporate clients.

We look forward to reviewing the details of your offerings and discussing how you can support our training initiatives. Should you need further clarification regarding our requirements, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this inquiry. We anticipate your response.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]