

Course Enquiry Letter Format

[Your Name]

[Your Address]

[City – PIN Code]

[Date]

The Admission Officer

[Institute Name]

[Institute Address]

[City – PIN Code]

Subject: Enquiry about Digital Marketing Course

Dear Sir/Madam,

I am interested in joining your institute for a digital marketing course. I have completed my graduation and would now like to pursue a job-oriented course.

Please share the details about course modules, duration, class timings, eligibility, and fee structure. Kindly let me know if there are any weekend or online options available.

Thank you for your time and assistance.

Yours sincerely,
Sunil Mehta