To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Information for New Course**

Dear Mr. / Mrs. [Name of the Recipient],

I saw some brief details of your new SEO course on your official website that is coming soon. I have already been a part of some earlier of your digital marketing courses. I must say that those courses proved to be quite beneficial to me.

Now, I want to learn to be an SEO expert. So, that’s why I am writing this letter to request you to kindly provide me with some important information related to the upcoming course. It is because I want to get enrolled earlier so that I don’t miss the chance of learning this new skill.

Hopefully, you can guide me the right way and provide me with the relevant information as soon as possible. You can reach me via the contact details that are given below.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]