

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Aquatic Center Name]
[Center Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding swimming lessons offered at [Aquatic Center Name]. I am interested in enrolling [myself/my child, Name] in lessons to enhance our swimming skills and ensure safety in the water.

Could you please provide details on the following:

- Lesson schedules
- Age group classifications
- Pricing and payment options
- Instructor qualifications
- Any available assessment for skill level

Thank you for your assistance. I look forward to your prompt response so I can proceed with the registration process.

Sincerely,
[Your Name]