

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding CGA Program/Services

I hope this letter finds you well. I am writing to inquire about the Certified General Accountant (CGA) program and the services you offer. I am particularly interested in [specific aspect or detail you want to know about].

Could you please provide me with information regarding [specific questions or topics]? Additionally, if there are any brochures or resources that you recommend, I would appreciate it if you could send those as well.

Thank you for your assistance. I look forward to your prompt response.  
Sincerely,

[Your Name]  
[Your Title/Position, if applicable]