

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the Certified Nursing Assistant (CNA) training program offered by [Institution/Organization Name]. I am interested in learning more about the curriculum, enrollment process, training schedule, and associated costs.

Could you please provide detailed information regarding the following aspects of the program?

1. Program duration
2. Class schedules
3. Prerequisites for enrollment
4. Certification process
5. Tuition fees and financial aid options

I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]