

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

Fire Department of New York (FDNY)

[Department Address]  
[City, State, Zip Code]

Dear FDNY Training Division,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the training programs offered by the Fire Department of New York. I am particularly interested in [specific program or training type] and would like to obtain more information regarding the following:

1. Available training programs and their schedules.
2. Enrollment requirements and application procedures.
3. Any prerequisites or recommended training for participants.
4. Costs associated with the programs and available financial aid options.

I appreciate your time and assistance in providing the requested information. I look forward to your prompt response.

Thank you for your commitment to public safety and education.

Sincerely,

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