

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

[Recipient's Name]  
[Recipient's Title]  
[Kumon Center Name]  
[Center Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request more information regarding the Kumon program offered at [Kumon Center Name].

1. **\*\*Program Overview\*\***: Could you please provide details about the structure and curriculum of the Kumon program?

2. **\*\*Age and Skill Levels\*\***: What age groups and skill levels does the program cater to?

3. **\*\*Enrollment Process\*\***: What are the steps to enroll my child in the program? Are there any assessment tests involved?

4. **\*\*Schedule and Duration\*\***: What is the typical schedule, including hours of operation and the duration of each session?

5. **\*\*Fees and Payment Options\*\***: Could you provide a breakdown of the tuition fees and any available payment plans?

6. **\*\*Additional Resources\*\***: Are there any supplementary resources or materials that students utilize while enrolled in the program?

Thank you for your assistance. I look forward to your prompt response so I can make an informed decision about enrolling my child in the Kumon program.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]