

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the Professional Qualification Program (PQP) offered by [Company/Organization Name]. As I am interested in enhancing my professional skills and knowledge through this program, I would like to gather more information regarding the following aspects:

1. ****Program Curriculum****: Could you please provide an overview of the key modules and topics covered in the PQP?
2. ****Eligibility Criteria****: What are the prerequisites for enrollment, and are there any specific qualifications or experience required?
3. ****Duration and Schedule****: What is the typical duration of the program, and when do the sessions typically take place?
4. ****Fees and Payment Options****: Could you please outline the fee structure and any available payment plans or financial aid options?
5. ****Career Support Services****: Does the PQP include any career support or networking opportunities for participants upon completion?

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Job Title/Position] (if applicable)
[Your Company/Organization Name] (if applicable)