

Subject: Inquiry Regarding Upcoming Workshop on Time Management – COMM 110 114

Dear Vanessa,

I hope this email finds you well. My name is Johan, and I am a student in your COMM 110 class at St Lawrences. I recently learned about the upcoming workshop on Time Management scheduled for Tuesday 3 October 2023, and I am interested in attending.

I believe that effective time management is crucial for academic and professional success, and I am eager to learn strategies and techniques that can help me enhance my productivity. Before I register for the workshop, I have a few questions:

- What is the workshop agenda, and what topics will be covered?
- Is there a fee for attending the workshop, and if so, how can I make the payment?
- Are there any prerequisites or materials I should prepare before the workshop?

I would appreciate it if you could provide me with more information to help me make an informed decision. Additionally, please let me know if there are any specific registration procedures I need to follow.

Thank you for your time and assistance. I look forward to your response. If it's more convenient, you can reach me at [Your Phone Number].

Best regards,

Johan
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