To whom it may concern,

Training Department,

Good morning, I am writing to inquire about the corporate training program because I just joined last week to the team, and I would like to get the following information:

First, I would be grateful if you could provide me with the information about registration process, what documents are needed to get registered and, if are there specific prerequisites for the Java Development course.

Second, could you possibly share with me the duration of this course and what would happen if I could not finish it by the deadline? Might I get an extended time?

Also, I would appreciate it if you could explain how the process is to get the free vouchers for the final exam from the Oracle Certification Company.

Finally, I was wondering if you could assist me during the course.

I heard that there are limited spaces and by the end of this month it will close the registration process, I would appreciate it if you replied by the end of this week.

I look forward to your response.

Yours sincerely,

Luis Rocha

Software Engineer.

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