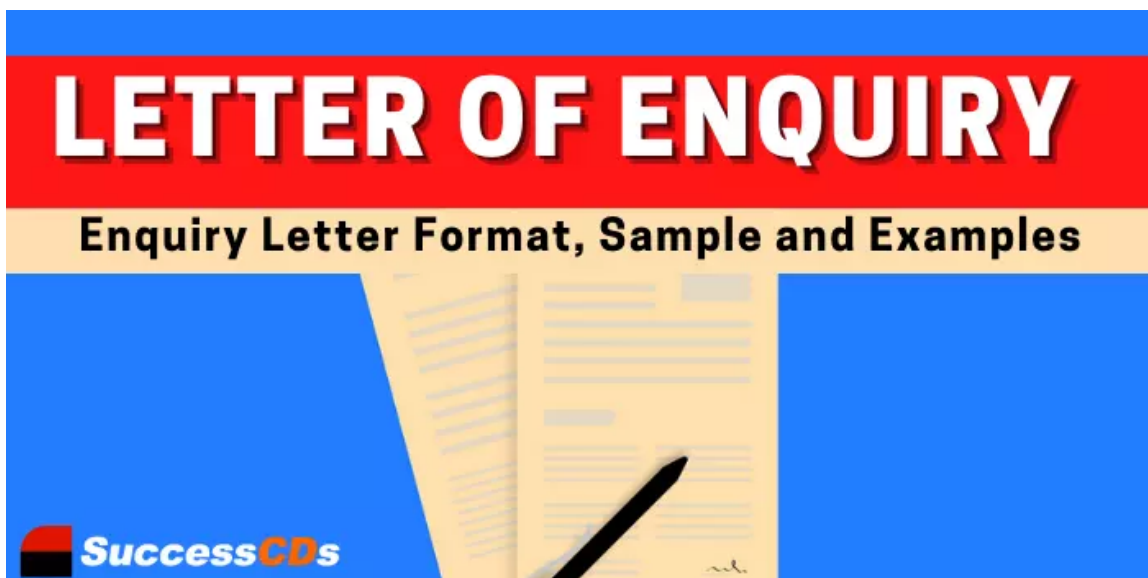




Letter of Enquiry Class 10 | Enquiry Letter Format, Sample and Examples



Letter of Enquiry Class 10 | Enquiry Letter Format, Enquiry Letter Class 10 to 12 and Examples

How to Write an Letter of Enquiry for Class 10 ?

- [Letter of Enquiry](#)
- [Letter of Enquiry Format](#)
- [Enquiry Letter Samples](#)
- [Letter of Enquiry Question Answers](#)

- [See Video of Letter of Enquiry](#)

Letter of Enquiry – An **Enquiry letter** is a [formal letter](#), written to enquire and get details regarding something that a person wants to gain further knowledge about.

The method for **writing a letter of Enquiry** has been discussed in detail here (stepwise). The students can see how to compose an **enquiry letter** and practice writing the following method and format given below.

Important Questions and Answers

[Class 10 Science Important Questions and Answer](#)

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Letter of Enquiry

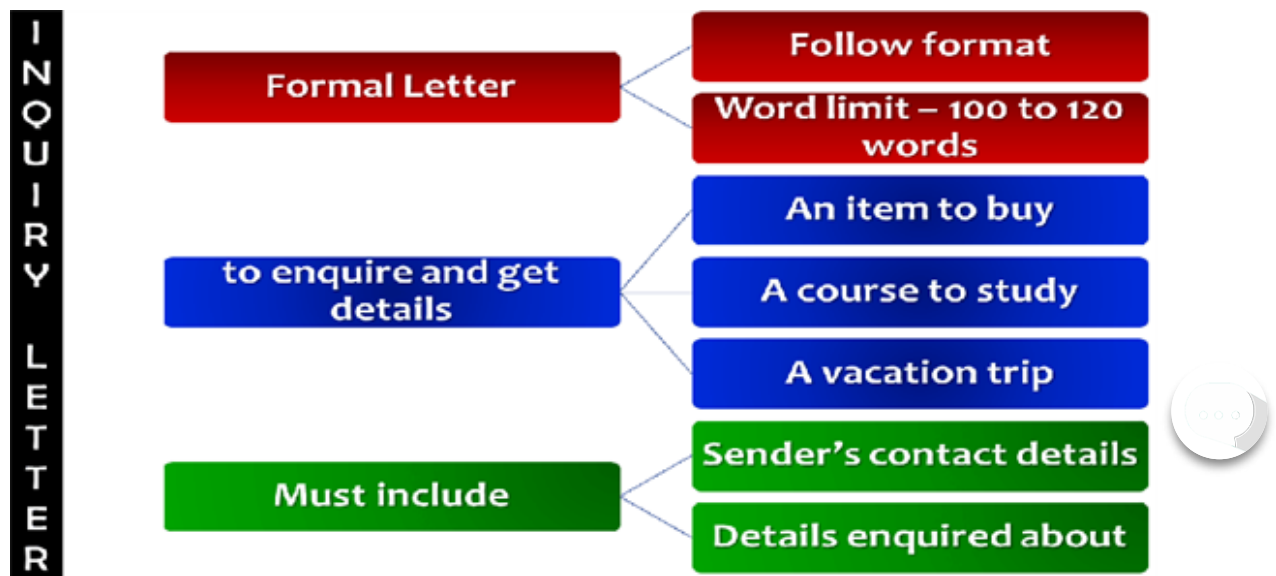
An **Inquiry letter** is a formal letter, written to enquire and get details regarding something that a person is interested in. It could be written with respect to an item that a person is interested in buying, a course that a person wants to study, a vacation trip that a person wants to go on, etc.

As the sender of a letter of Enquiry needs information about something, the enquiry letter must mention the contact details of the sender where the said information has to be sent. It must contain the particulars of the thing enquired about.

It must also list down all the aspects of the thing about which the sender wants detailed information.

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Related – [Letter Writing Format](#), [Formal Letter](#), [Informal Letter](#), [Types](#), [Samples](#)



Letter of Enquiry Format

The **Enquiry Letter Format** is as follows –

1. **Sender's address:** Include an email and phone number, if required.
2. **Date:** Below address. Leave one space or line.
3. Receiver's address
4. The subject of the letter
5. Salutation (Sir / respected sir / madam)
6. Body

Paragraph 1: Introduce yourself and the purpose of writing the letter

Paragraph 2: Detail of the enquiry

Paragraph 3: Conclude / end

7. Complimentary Closing

8. Sender's name, signature and designation (if any)

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Enquiry Letter Samples

Here are a few examples of inquiry letters. Students can get an idea of the format of enquiry letter and how to write an inquiry letter by learning from these samples

1. You intend to join coaching classes at Success Coaching Centre situated in Chennai. The institute specializes in teaching science to classes XI – XII. Write a letter of enquiry in 100 – 120 words addressed to the Administrator in – charge of the institute seeking clarification about the timing, duration, staff, transport and other necessary details for joining the institute. You are Sonia / Shiv of 2, Murthi Road, Chennai.

Sonia

2, Murthi Road

Chennai.

Date : 20th March 2018

Administrator in-Charge

Success Coaching Centre

Chennai.

Subject : Enquiry for Class XI – XII two year study course.

Respected Sir / Madam

I am Sonia, a student of class X of KV, Murthi Nagar Chennai. I want to pursue non-medical stream and am planning to join a coaching class for the same. I came to know that your institute is the best and so I am keen to join it. I am interested in joining the two year classroom course. Kindly give me the following details-

1. Details of the course structure.
2. The timing of the class.
3. The details of the faculty.
4. Availability of transport facility.
5. Fee structure for the course.



I request you to reply at the earliest so that I can take a decision.

Thank you

Yours Sincerely

Sonia

2. You are Mrs. / Mr. Gupta. Your son is a student of Class XII and wants to pursue a course in Mass Communication. Write a letter in 120-150 words to the Dean, Institute of Mass Communication, University of Delhi, seeking information about the course admission procedure, eligibility criteria, fee structure, hostel facilities, placement opportunities, etc.

302, Hi life Apartments

Malad, Mumbai.

Date 12 October 2022

Dean

Institute of Mass Communication

University of Delhi

New Delhi.

Subject : Enquiry for course in Bachelor of Mass Communication.

Sir

I am Mrs. Gupta M/O Saransh Gupta. My son is studying in Class XII and wants to pursue Mass Communication. So, I am writing to you to enquiry about the said course. Kindly give me the following details.



I want to know the course content, course duration, fee structure, eligibility criteria, admission procedure for the B. Mass. Comm. Degree course. Also, information on hostel availability will be required. Also, I want to know about the placement opportunities that will be available to my son once he completes the course.

Kindly give any other additional information that you think is required.

Please reply with the same at the earliest so that I can make an informed decision.

Thank You

Yours Sincerely

Mrs. Gupta

Phone Number XXXXXXXX

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Letter of Enquiry Question Answers



Q1. You are Mansi / Manas of 308, Vikas Nagar Nainital, a student of class 10 and after the board exams, you want to learn paragliding. Write a letter to the Director of High Fly flying club seeking details of the course, fee, duration and other requirements.

308, Vikas Nagar

Nanital.

12 June 2022

The Director

High Fly flying club

Subject: Enquiry about paragliding course

Dear Sir

I came across your advertisement in the local newspaper regarding paragliding courses given by your institution.

I am keen on learning paragliding after my class 10 board exams end. I always wanted to do something out of the box and that's where the thought to learn paragliding came to my mind. and want more related information on the same.

Please share the information regarding the list of the courses available, fee, duration of the course, boarding and lodging facilities provided, availability of instructor and transport facility available.

Thanking You

Yours faithfully

Manas

Q2. You are Tejas / Tejaswi resident of 111, Jai Hind colony, Mumbai – 400589, a student of class 11 and want to take up a Summer course in Computer graphic design. Write a letter of inquiry to the Director of NIIT Computech seeking details on the course content, eligibility, fees, timings and future scope of the course.



111, Jai Hind Colony

Mumbai 400589

12 June 2022

The Director

NIIT Computech

Mumbai

Subject: Inquiry into short-term courses in computers

Dear Sir

I came across your advertisement regarding computer courses in yesterday's evening newspaper. I am interested in upgrading my knowledge in computers and am looking for a suitable course.

After my board examinations in the spring, I, a student in class XI, want to take a computer graphics course in the summer. Please tell me in depth about the courses related to computers offered by your prestigious institute.

Please provide all required information on the programs available, their duration, fee, future prospects, placements provided, any scholarships available, transport facility, fee installment facility, etc. Kindly send the details to the aforementioned address at the earliest.

Thanking you

Yours faithfully

Tejas



Q3. You are Latika / Lavish r/o A103, Greenash appt., Mumbai. You are a student of class 9 and want to pursue a summer course in content writing. You saw an advertisement in the local daily and want more information on a content writing course by A to Z Institute. Ask for related details as are required by you to make an informed decision.

A103, Greenash Appt.

Mumbai

12 June 2022

The Director

A to Z Institute

Mumbai

Subject: Enquiry into a summer course in content writing

Dear Sir

I came across your advertisement regarding content writing in yesterday's evening newspaper. Also, I have heard a lot of good reviews regarding your institute from my friends.

As a ninth-grader, I'd like to enrol in a summer content writing course as it is something I find to be very interesting and relaxing. I am good in language and so, I can think of taking content creation as a career. Please give some more information about the content writing courses offered by your prestigious institute. Please provide me the details including a list of courses, duration, class timings and the cost at the aforementioned address. I would also like to get any related pamphlets or brochures of the same.

Please reply at the earliest so that I can make an informed decision.

Thanking You

Yours faithfully

Lavish



Q4. You are a sports enthusiast Gaurav / Garima r/o 450, June Building Pune. You want to go to Gulmarg on a skiing vacation. Write a letter of enquiry to the Director J&K Tourism, asking for relevant information like the suitable time, accommodation available, gear required, cost, travel and ski assistance available, etc.

450, June Building

Pune

12 June 2022

The Director

J&K Tourism

J&K

Subject: Enquiry regarding a holiday package

Dear Sir

I just so happened to look through your travel website, and I have to say that I am very impressed with the wide range of travel and tourism services that your organization offers.

I intend to go on a skiing holiday to Gulmarg later this year. If you could provide me some particular information on the skiing packages, I would really appreciate that. Please mail me the contact details of any speciality tours. Please include in the schedule the expenses related to travel, hotel bookings and tour guides. I would also like to get information on the duration of packages, any group packages and discounts related to them and provision of food during the tour.

I really anticipate hearing from you soon.

Thanking You

Yours faithfully

Gaurav



Q5. You are Mahesh / Madhu, a devotee of Lord Shiva and want to go on a pilgrimage to the Mount Kailash. Write a letter of enquiry to the tourism department New Delhi asking for details for the pilgrimage. You can ask details like tour cost, duration, health checkups required, accommodations available, articles required, etc.

XYZ

12 June 2022

The Director

Tourism Department

Delhi

Subject: Enquiry regarding a pilgrimage tour to Mount Kailash

Dear Sir

I am Mahesh from Panipat. I want to visit Mount Kailash on a pilgrimage. I have come to know about the pilgrimage tours conducted by your organization and want to book a seat in it. However, before finalizing, I want some additional information which will help me in taking a decision.

I would really appreciate it if you could give me some specific details on the pilgrimage tour. I want to know the itinerary of the tour. Please mention the costs associated with the tour, duration of the tour, necessary health screenings and vaccinations if required, available lodging facilities, list of necessary items to be carried, and registration process that has to be followed, etc. Kindly give any other related information that you deem important. The brochures of the tour will also prove helpful to me.

Really looking forward to hearing from you.

Thanking You

Yours faithfully

Mahesh



Q6. You are Kanika / Karun of 214, sector 19, Chandigarh, awaiting your class X results. Meanwhile you would like to do a short-term course in French language. Write a letter to the Director, French institute, PU, Chandigarh inquiring about the details about the course.

214, Sector 19

Chandigarh

12 June 2022

The Director

French Institute, PU

Chandigarh

Subject: Enquiry about a short-term course in French Language

Dear Sir

I have heard a lot about the French courses conducted by your institute. After appearing in my class X board exams, I would like to utilize my free time by joining a short-term French course.

Please share related information so that I can make an informed decision regarding this. Kindly let me know the start date and end date of the course, fee details, class timings, examination process, any entrance exam process and any other important information.

Waiting for your earnest response.



Thanking You

Yours faithfully

Karun

Q7. You are Piyush / Piyushi r/o 223, Alok residency, Kanpur. You want to go on a Bharat darshan trip. Write a letter of inquiry to Sea n more travel n tours for details on trip cost, inclusions, stay details, meal details, sight seeing details, etc.

223, Alok Residency

Kanpur

12 June 2022

The Manager

Sea n more Tours and Travels

Mumbai

Subject: Enquiry regarding Bharat Darshan trip

Dear Sir,

I just so happened to browse your travel website, and I must say that I am quite impressed with the extensive selection of travel and tourism services that your business is providing.

Later this year, I want to go on a family vacation to Bharat Darshan. I would appreciate it if you could offer me more specific details about the Bharat Darshan trip package. I want details regarding the trip duration, itinerary, sight seeing inclusions, stay provisions, trip cost and any other related information.

I really anticipate hearing from you soon as I have to decide at the earliest.

Thanking You

Yours faithfully

Piyush



Q8. You are Abha, mother of Karun / Karuna. You want to admit your child to St Ives Boarding school, Ooty. Write a letter to the school principal inquiring the admission process, fee structure, entrance exam schedule, subjects taught and other facilities.

XYZ

12 June 2022

The Principal

St. Ives Boarding School

Ooty

Subject: Inquiry of details for my child's admission to the school

Respected Principal

With all due respect, I, Abha, Karan's mother, would like to enrol my son in Class 4 at your school for the upcoming school year. I've heard great things about your institution, and I would be a happy parent if my kid got accepted here. I want my child to have a successful life and passing out from this prestigious institution will surely support him.

I am interested in learning more about the admission procedure, fee schedule, entrance exam schedule, course offerings, and other amenities provided by the school. Information about the co-curricular activities, clubs, hobbies, etc. will also be helpful.

I look forward to hearing from you soon and will always be grateful to you.

Thank You

Yours Faithfully

Abha



Q9. You are Tanuj / Tanuja, r/o 20, Sea view appt., Mumbai and your son Diwij has just completed B.Com. You want to admit him in a course to prepare for CAT Exam. Write a letter of inquiry to the director of Aasman institute to get the details about the course, fee, timings, duration, conveyance and tyoes of batches provided.

20, Sea View Appt.

Mumbai

12 June 2022

The Director

Aasman Institute

Mumbai

Subject: Inquiry into course details for CAT preparation

Dear Sir

I am Tanuj, father of Diwij. My son has appeared in B. Com. final year exams and I want to enrol him into your coaching classes for CAT Preparation.

I've heard wonderful things about your institute. My son is really keen on getting into a reputed B- School.

Before finalizing the preparation classes, I wanted to know more about the course provided, cost of course, schedule of classes, duration of course, course content, transportation facility, test schedule, class strength and available batch types.

I will be grateful to you if you could mail this information as soon as possible and hope to hear from you soon.

Thanking you

Yours Sincerely

Tanuj



Q10. You are Ruby / Raghav, r/o 3232, Ashok Vihar block 3, New Delhi. You want to get admission to Pearson design institute Mumbai. Write a letter of inquiry to the director of the institute to get information on the courses provided, fee structure, course content, future prospects and hostel facility.

3232

Ashok Vihar block 3

Delhi

12 June 2022

The Director

Pearson Design Institute

Mumbai

Subject: Inquiry into design course details

Dear Sir

I would like to enrol at your prestigious school for the upcoming academic year. I have heard fantastic things about your university, and I would be delighted to be admitted to one of its esteemed programmes.

Please share information regarding the admissions process, tuition fee structure, entrance exam schedule, course offerings, and other amenities provided.

I will always be grateful to you and hope to hear from you soon.

Thanking you

Yours Sincerely

Raghav



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To see a solved example of an Enquiry Letter, Please see the video below –

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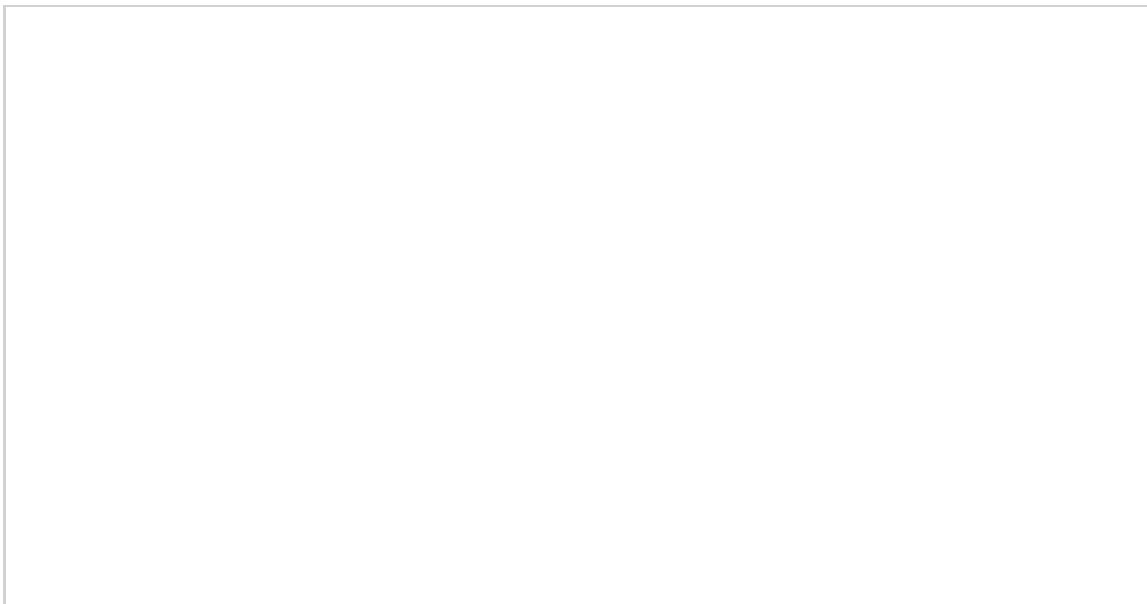
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