**Inquiry Letter**

**What is an inquiry letter?**

An inquiry letter is a formal letter that is written to enquire and get detailed information about something that a person wants. It could be related to a product that you are willing to buy as well as a service that you wish to avail. The letter is mainly composed to fetch details about :

* A product
* A service
* A course etc.

## Features of an Enquiry letter

1. It should clearly mention the information you want to seek
2. It should be exhaustive
3. Its length should not exceed a few pages
4. It should cover all essential aspects of one’s request
5. It is a formal letter that is predominantly written to a professional link to gather some information that you or your organization requires. So, the language implemented while writing the letter has to be courteous as well as formal.
6. It must include the contact details of the sender
7. It precisely follows the format of a formal letter

**Steps to write an Enquiry letter (content/body)**

The sole purpose of drafting an enquiry letter is to fetch some information. The letter is written to enquire and clear that air of confusion and resolve the issue quickly. Following points need to adhere to while drafting an enquiry letter.

* **Start with a brief introduction:** this should include your name, designation and a precise and short description of what you or your organization are seeking. You can highlight the importance of your request.
* **Describe your organization:** this paragraph included the details about your organization
* Clearly **mention the motive** behind writing the letter. Here you need to specify the reason you or your organization has written the letter
* State the **latest date** by which you expect to get the information
* Last do **express gratitude** to the recipient for their valuable time and consideration

**Format for writing Enquiry letter**

### Sender’s address

It is important to mention the sender’s address as it will avoid confusion and conflict. Provide an email and phone number, if essential

### Date

Just below the address leave a line and write the date.DO write the correct date for a better comprehension of the original time frame.

### Receiver’s address

Remember it will lead to a lot of ambiguity if the name/designation /address of the receiver is not stated in the letter. Do not forget to include this information while drafting an enquiry letter.

### The subject of the letter

Write an impressive line that will facilitate the receiver to easily comprehend the key aspect of the entire letter

### Salutation

mention (Sir, RespectedSir/Madam). It is a must to address the receiver respectfully

### Body

* + **Paragraph 1:** a brief introduction of yourself or your organization and the purpose of writing the letter
  + **Paragraph 2:** in-depth coverage of the enquiry

### Conclusion

* **complimentary closing:** the letter has to end with a complimentary closing line. You need to include phrases like best wishes, yours truly, with regards etc.
* **sender’s name, signature and designation**: you need to clearly specify the name and designation of the sender. It is mandatory to do so in formal letters.

## Structure of a Formal Letter

**The main structure of a formal letter (Enquiry Letter) includes:**

Sender’s Address

Date

Date

Name / Designation of Addressee

Address of the Addressee

Salutation

Subject

Body [Introduction, Content, Conclusion]

Complimentary Closing Line

Signature / Name of the Sender

Designation of the Sender

**These elements of an Enquiry letter are structured as:**

Sender’s Address

Date: XX/XX/XXXX

Name / Designation of Receiver

Address of the Receiver,

Subject:

Salutation (Mr/Mrs/ MS)

Body of the Letter

Signature / Name of the Sender

Designation of the Sender

## Example of letter of Enquiry

Q1. You are Rajani of A–101, Saraswati Vihar, New Delhi. You want information about German Language Courses at the German Embassy, Chankya Puri, New Delhi. Write a letter to the Director inquiring about the same.

**Answer:**

A–101, Saraswati Vihar

New Delhi 1100XX

12 August 20XX

The Director

German Embassy

Chanakya Puri

Dear Sir/Madam

Subject: Inquiry regarding German courses

I wish to make certain enquiries about the German language courses offered by your institution. I have just completed class X and want to pursue my career in German. I would like to know the duration of the course, the fee structure and the transport facilities available. I have always had a flair for language and have wanted to be multilingual.

Hence the desire to learn the German language. I will be grateful if you could send me the brochure along with the enrolment form enabling me to register myself for the course at the earliest. Please also find enclosed with the letter a draft of 200/– for the brochure. Any balance money shall be paid on receipt of the same.

Yours faithfully

Rajani