

Letter Of Enquiry



Format

Sender's Address (2 to 3 lines)

leave a line

Date in formal format (23rd March 2020)

leave a line

Designation of the Receiver

Name of the Company/ Institution

Official Address

leave a line

SUBJECT: a very brief and clear statement
(underlined)

leave a line

Salutation C Sir/ Ma'am; write both where
the gender of the receiver is unknown

leave a line (optional)

First paragraph - short with specific
information

Second paragraph - detailed but relevant
information only

Third paragraph - again very short
leave a line

Complimentary close - It has four things written without leaving any line.

- * Yours sincerely / truly
- * Signature
- * Name in capital letters within brackets
- * Designation of the Sender.



Sample Question

Improve communication skills and social graces for all occasions. Join Midas Touch The Grooming School. Contact Bishan Sawhney, X-19, Defense Colony, Jaipur.

Sanjana Sachdeva who is planning to join the hotel industry comes across this advertisement. She decides to write a letter seeking information about their criteria for selecting candidates, course fees, method of teaching, timings and any placement facility available. Write her letter.

Ans)

P . T . O

Ans)

LETTER SEEKING INFORMATION
OR
LETTER OF ENQUIRY

76, ABC Estate
Jaipur

23rd March 2020

The Director
The Midas Touch Grooming School
Jaipur

SUBJECT: Seeking Information about Personality
Grooming Course

Sir/Ma'am

With reference to your advertisement in the
Times of India dated 20th March 2020, I need
some information about the course offered
by you.

As I am planning to join the hotel industry
after completing Class XII, I would like to
join your institution for self grooming

Yours to

classroom. I would like you to tell me the details of the fee charged for the course, the duration of the course, the syllabus and the teaching methodologies adopted by the teachers. Along with this, kindly apprise me about the hostel and placement facilities offered by the institution.

Kindly send these details at the earliest. I am enclosing a self-addressed and stamped envelope.

Yours truly

Sanjana

(SANJANA SACHDEV)

An Interested Student