

**Task 1: You are interested to join a computer course in an institute. Write a letter to get the following information.**

- **Introduce yourself**
- **Course and fee details**
- **Any requirement before you can join**

Dear Sir,

Of late, I came across your advert in a tabloid about the Digital Marketing Course being offered by your downtown branch. As I am a marketing executive and often keep occupied in traditional ways to brand my clients' products and offers but due to the need of the hour your course may help me gain some skills I was not able to acquire so far.

Although, most of the details were comprehensive but still I would like to confirm if it is feasible to come twice a day as my schedule starts as soon as 6 am and I remain active till 8 pm due to my professional assignments. I request you to not to miss the complete fee structure in your reply.

Also, let me know if I may come on any weekend classes and anything specific knowledge I should acquire before enrolment as I am just a novice in software understanding.

Looking forward to hear from you soon.

Thanks

Tom Hanks