Sample answer of Enquiry letter from mid sample

Your Name  
Your Address  
City, State, ZIP Code  
  
Date

Director of Language Cell  
Language Institute Name  
Institute Address  
City, State, ZIP Code

Subject: Enquiry about German language course

Dear Sir/ Madam,

I am writing to inquire about the German language certificate course offered by your esteemed institute. I recently learned about your institute through a friend who highly recommended your courses.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ and I am considering applying to a university in Germany for higher studies. I believe that proficiency in the German language will be essential for my academic and daily life there.

I would be grateful if you could provide me with the following details regarding the German language certificate course:

1. **Course Content**: An overview of the topics covered and the levels of proficiency aimed at.
2. **Eligibility**: Any specific requirements or prerequisites needed to enroll in the course.
3. **Fees**: The total cost of the course, including any additional fees for materials or exams.
4. **Timing**: The schedule of the classes, including the start date, duration, and frequency of the sessions.

I appreciate your time and assistance in providing this information. It will greatly help me in making an informed decision about my language studies and future plans.

I look forward to your prompt response.

Yours sincerely,

Your Name

Your contact details