

LETTERS

(MAKING INQUIRIES AND SEEKING INFORMATION)

The letters that are written for collecting information about job seekers, prices, products, tours, travels and services are inquiry letters. An enquiry letter is written by a potential customer with a desire to avail the service offered by a seller or an organization.

A letter enquiry could be written to enquire about:

- a procedure for admission or membership
- a training programme/course
- tour / travel arrangements
- sale / services

Include the following content

- Refer to the advertisement if mentioned in the question.
- Specify the information that you need
- Conclude politely requesting for a prompt response

Sample

Q1. You are Meena Saxena of Kanpur. You have come across an advertisement of a coaching centre that prepares students for the Pre Medical Test. Write a letter to the Director of the institute asking for information that you require before you decide to join it.

7, Greater Colony
Kanpur

15th October 2016

The Director
Sky-High Institute
25 High Street
Kanpur

Subject: Enquiry regarding coaching classes

Dear Sir,

This is in reference to your advertisement in ‘The Daily Times’ dated 10th October 2016. I am preparing for the Pre Medical Test. I am interested in joining your institute, but before I do so, I would like the following information.

I would like to know the duration and the timings of the course. What is the fee structure and

the mode of payment? I would also like to know the strength of each batch and the success rate of your institute. Do you offer any discount to students who have excelled in academics? I would be grateful if you could give me a prompt response so that I can take timely decision to join your institute.

Thanking you
Yours faithfully
S/d
Meena Saxena

Q2. Write a letter to the Director, Tourism Deptt. Manali, asking him to supply you with the best information regarding the place, as you plan take a group of students for trekking in the forthcoming vacations.

Rockland School
Chandigarh
10 October, 2016

The Director
The Deptt, of Tourism
Manali (H.P)

Sub: Information regarding excursion

Dear Sir,

I write here to request you to kindly give me the details about Manali, as I wish to escort a group of fifty students to visit the place from 01st November 2016. I would like to know if the period mentioned above is a suitable time for trekking etc. in Manali. Please send us the details about the tourist spots to be visited and also about the availability of the accomadation for the group in the Youth Hostel?

Will it be possible to get students' concession?

I shall be thankful if we get details about the adventure sports too.

Yours faithfully,
S/d
Vijay Mohan
Secretary Students' Council

Practice Questions:

1. You are Aman/Aarti of 119, Church Road, Kanpur. You are interested in doing a short term course in Publiic Speaking for your personality enrichment during your summer vacation. Write a letter in about 150-200 words, to the Director, Personal Centre, Sector 22, Chandigarh, inquiring about the duration of such a course and the terms and conditions for admissions.

2. You are John/Urmila, the Tour Incharge of Grant Public School, Agra. During the summer break, you are planning to organize a tour to a place of historical importance. Write a letter to the National Travel Agency, Agra enquiring about the charges, facilities and all the other necessary details.