

# Letter Of Inquiry

---

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or – making suggestions – the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters

An inquiry letter is usually written to gain some information from the recipient. While writing an inquiry letter it is important to provide some information about yourself so that the recipient can authenticate the source of the inquiry.

Suggestions to write an inquiry letter:

- Give a brief introduction about yourself. Your organisation.
- Provide the details about the thing or subject of inquiry.
- If you require a detailed information, write your questions accordingly.
- If you require the information by a particular date, then do mention in the letter.
- Thank them for their time and consideration at the end.

## Format:

---

Address Given

Or

Examination Hall

Date

The Principal

Name of Institute

Address

Dear Sir/Madam

Subject: Inquiry regarding .....

Body of letter  
Para I – After reading your advertisement regarding ..... I wish to make certain inquiries.  
Para II – Duration of course

Fee structure

No. of students per batch

Transport facilities

Para III – I will be grateful if you could send me the brochure along with the enrolment form so that I could register in the course at the earliest.

Complimentary Close

## Letter Of Inquiry Solved Question With Answers

### Question 1.

You are Anshul/Anshika, a student of class X and resident of 56 D, Ring Road, ITO, New Delhi, and wants to be a choreographer. Write a letter to the director, National Institute of Choreography, Noida, seeking information about their course, admission procedure, eligibility criteria and other necessary details.

**Answer:**

56 D, Ring Road, ITO  
New Delhi 1100XX  
1 July 20XX  
The Director  
National Institute of Choreography  
Sector 16, Noida 102XXX

Dear Sir

Subject: Inquiry regarding course in choreography

Refer to your advertisement regarding the courses in choreography offered by your reputable institute, I want to state that I am currently in X class and preparing for my final exam. I am very much interested in dancing and want to take it as a career. I am also given to understand that this institute is by far the best so far as choreography is concerned and I would very much like to be part of it. Kindly send me the prospectus and the application form. I would be highly grateful if you could provide me with the following information:

- The department and programme faculty
- Funding opportunities
- Scholarships available
- Admission procedure
- Eligibility criteria
- Hostel facilities

Kindly send me, the brochure along with the enrolment form at the earliest so that I could register myself for the course.

**Question 2.**

Yours faithfully Anshika You are Rama/Ramesh of D-105, Lajpat Nagar, New Delhi. You want information about German Language Courses at German Embassy, Chankya Puri, New Delhi. Write a letter to the Director inquiring about the same.

**Answer:**

D-105, Lajpat Nagar  
New Delhi 1100XX  
12 August 20XX  
The Director  
German Embassy

Chankya Puri  
New Delhi 1100XX  
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 a 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  
Rama

**Question 3.**

You are interested in a short-term course in computer graphics during the holidays. Write a letter to the Director, Fortune Graphics Computers, inquiring about their short-term courses and asking for all the necessary details. You are Anuj/Anju of 28 A, Uttam Nagar, New Delhi.

**Answer:**

28 A, Uttam Nagar  
New Delhi 1100XX  
12 July 20XX  
The Director  
Fortune Graphics Computers  
Laxmi Nagar  
New Delhi 1100XX

Dear Sir/Madam

Subject: Inquiry about the short-term courses in computers

I came across your advertisement in the Times of India dated 11th July. I would like to know in detail about the courses offered by your institute. The advertisement was a comprehensive one and offered a variety of courses. Since it's the age of technology, my interest is in line with it. I am a class X student and wish to pursue a course in computer graphics during the summer vacation after my board exams. Kindly send all necessary details, including the courses offered, its duration, fee structure, etc. at the above address. The payment for the brochure shall be made at the time of the delivery. Thanking you in anticipation.

Yours faithfully

Anuj

**Question 4.**

You are awaiting your class X results. Meanwhile you would like to do a short-term course in personality development. Write a letter to the Director, Personal Care, Pune, inquiring about the details about the course. You are Akash/Akansha of 250, Shivaji Road, Pune.

**Answer:**

250, Shivaji Road

Pune XXXXXX

10 June 20XX

The Director

Personal Care Pune XXXXXX

Dear Sir

Subject: Inquiry about short-term course in Personality Development

I came across your advertisement in the Hindustan Times dated 9th June. I would like to know in detail about the courses offered by your institute. I have always been interested in such programmes and look forward to learning from such useful programmes. I would like to add further for information that I am a class X student and wish to pursue a course in Personality Development in the summer vacation after my board exams. Kindly send me all the details, including the courses offered, the duration and the fee structure, at the address given above. The payment for the brochure shall be made at the time of the delivery.

Yours faithfully Akash

**Question 5.**

You are Rahul/Renu of 97, Prashan Vihar, Saharanpur, Uttar Pradesh, studying at a coaching centre in Model Town, Delhi. You need accommodation for yourself. Write a letter to the Manager of Paying Guest Services, 108, students Complex, Model Town, Delhi, inquiring about the details such as the type of accommodation, monthly charges and other facilities.

**Answer:**

97, Prashant Vihar

Saharanpur

Uttar Pradesh XXXXXX

18 July 20XX

The Manager

108, Students Complex

Model Town

New Delhi 1100XX

Dear Sir

Subject: Inquiry about the accommodation

I came across your advertisement in the Indian Express dated 16th July and would like to know in detail about the accommodation offered by you. I have earlier too stayed at other paying guest accommodations and my track record can be verified from my previous owners. I am a resident of Saharanpur and studying in Delhi. I am preparing for CA. My coaching centre is in Model Town and I would like to be accommodated near it to save travel time. Kindly send me the details about the type of accommodation offered, monthly charges, facilities available like attached bathrooms and wi-fi facility, etc. Any other features that you think should be informed in advance, please do share. I assure you that the rental payments shall be made on time.

Thanking you.

Yours faithfully Rahul

**Question 6.**

As a health conscious person, you noticed an advertisement in the newspaper on yoga classes in your neighbourhood. Write a letter to the organizers enquiring about the duration of the course and other relevant details. You are Swapna/Surendra of 60, RK Puram, New Delhi.

**Answer:**

60, RK Puram  
New Delhi 1100XX  
21 October 20XX  
The Organizer  
Yoga Point  
RK Puram,  
New Delhi 1100XX

Dear Sir

Subject: Inquiry about Yoga classes

I came across your advertisement in the Hindu dated 20th October. I would like to know the details about Yoga classes offered by you. I am a student of class X. I wish to pursue Yoga classes in the evening. As a health conscious person, I feel Yoga not only is an exercise of the body but it is also of the mind and soul. I am very keen to join these classes as this is the need of the ailing society today. Kindly send me the details, including the courses offered, their duration and the fee structure, at the address given above.

Thanking you in anticipation.

Yours faithfully

Swapna

**Question 7.**

You are David/Ronny of 305, B–block, New Ashok Nagar, Delhi. You need an accommodation at a hotel in Simla. Write a letter to the Manager of a hotel, enquiring about booking an accommodation.

**Answer:**

305, B–Block, New Ashok Nagar  
Delhi  
27 July 20XX  
The Manager  
Hill View Hotel Simla

Dear Sir

Subject: Enquiry about the accommodation

My friend Ramanand stayed in your hotel for a week last year during the Diwali holidays. He highly recommended your hotel and raved about the excellent arrangements, the pick–ups, the food, etc. So, I write this to you as per his advice.

I have a plan to visit Simla with my parents and sisters this year from 4th October. I need two double bedrooms with attached baths for ten days.

Would you please let me know if such an accommodation is available during that period? Also please let me know the charges, and other terms and conditions.

On hearing from you, I shall remit you for advance booking and finalise my travel programme. Hope to hear from you.

Thanking you

Yours faithfully David

**Question 8.**

You are interested to join a swimming club of repute in your town. Write a letter to the secretary, College Square Swimming Club, Kolkata, enquiring about the details about membership and other terms and conditions of the club. You are Monalisa of 143, Palm Avenue, Kolkata.

**Answer:**

143, Palm Avenue  
Kolkata 700XXX  
25 June 20XX  
The Secretary

College Square Swimming Club  
Kolkata 700XXX

Dear Sir

Subject: Inquiry about membership

I came across your advertisement in the Telegraph dated 24th June. I would like to know the details about the membership of your club. I have heard very good reports about the hygiene part of the pool and the swimming coaches who are extremely well– trained. All this has made me more determined to join your swimming club. I am studying in class X and wish to pursue swimming under a good coach. Kindly send me all the details about your swimming coaches, monthly charges, duration of training, etc., at the address given above.

Yours faithfully Monalisa

**Question 9.**

You are Sonal/Rupa. You are interested to join a reputable film institute. Write a letter to the Director, Satyajit Ray, film Institute, Pune, enquiring about the details to pursue a short–term course in film–making.

**Answer:**

304 A, Uttam Nagar

New Delhi 1100XX

27 April 20XX

The Director Satyajit Ray

Film Institute Pune

Dear Sir

Subject: Inquiry regarding film–making courses

I came across an advertisement in The Times of India dated 26th April. I would like to know the details about the short–term courses offered by your institute. The institute enjoys the reputation of being the best in Pune. A lot of my seniors at school, who have joined your reputable institute, have already made a mark in the film industry.

I am a class X student. After completing my board exam, I wish to pursue short–term course in film. Kindly send me all the necessary details, including courses offered, duration, fee structure, etc. at the above address.

Thanking you

Yours faithfully Sonal

**Question 10.**

As of the current IT scenario, You are interested to pursue a short-term BPO/KPO training course after your 10th exam. Write a letter to the Director, Virtue Training Center, Noida, enquiring about their short-term courses and all other necessary details. You are Rahul/Rajiv.

**Answer:**

54, Tagore Park  
Delhi 1100XX  
30 June 20XX  
The Director  
Virtue Training Center  
Noida, UP

Dear Sir

Subject: Enquiry about BPO/KPO training course

I came across your advertisement in 'The Hindu' dated 29th June. I would like to know in detail about the courses offered by your institute. I am of the opinion that these courses will help me in the selection of my future career course too. A short-term course in BPO or KPO will be the threshold for the other business management courses. I am going to appear in class 10 this year. I wish to pursue BPO/KPO training course after the exam. Kindly send me all the necessary details, including fees, duration of training and its prospects, etc. at the above address.

Thanking you

Yours faithfully  
Rahul