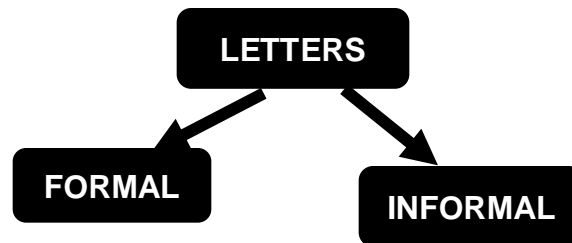


Letter writing



ONE BUSINESS ORGANISATION COMMUNICATING WITH OTHER

1. ORDER LETTER
2. COMPLAINT LETTER
3. RESPONSE LETTER
4. ENQUIRY ETC
5. RECOVERY

LETTER OF ENQUIRY

- The agenda behind writing this letter is to collect information about something or someone.
- An inquiry letter is written to gain some information from the recipient.
- In this letter the writer should mention why he expects the sender to give him particular information.

POINTS TO REMEMBER WHILE WRITING AN INQUIRY LETTER.

1. Always start with a brief introduction about yourself.
2. Try include the name of the concerned organization.
3. Mention relevant details about the area of inquiry.
4. If you require a detailed information, write your questions accordingly.
5. Include deadlines by which you need the information (Including deadlines signifies the urgency)

How to start

1. Subject : enquiry about
2. I am (name) writing this letter to you to inquire about the product (name)

3. I would like to know the details.....
4. I wish to make certain enquiry about.....

Refer to your advertisement regarding.....

5. I came across your advertisement in Times of India dated
6. With refrence to your advertisement.....
7. I would like to know about the.....in detail
8. So please explain me about the available (product) and its features

SECOND PARAGRAPH

1. I would like to know about the duration, timing and fees of the course of.....
2. In addition to it, would you let me know if there is provision for.....
3. Before taking the admission..... i would like to know/ gather information about.....
4. So I am seeking information.....

ENDING PARAGRAPH

1. I am sending hereby a self -addressed and duly stamped envelope so that you can send me.....by earliest.....
2. I would be extremely grateful....
3. Please send a catalogue/ prospectus of your.....
4. I would be pleased to receive the particulars

Sample letter

Write an enquiry letter for catering services

Orion company Ltd

B2, FD Block

Pitampura

New Delhi – 110000

20 January, 2022

The manager/Proprietor

Samurai catering

87 Lajpat nagar

New Delhi -0000

Dear Mr. Khan

Subject – Enquiry about the catering services

With reference to your advertisement dater January 15,2022, we wish to enquire about your catering services. Our organization is celebrating its 25th anniversary in the coming month, and we are looking for somebody who could cater for our celebration dinner.

We are expecting at least 500 guests along with the employees during the said event. It will be a formal event, and we will need full catering services that includes courses, desserts, waiters and hosts.

Kindly provide us with details about the following.

- Whether your catering service has the ability to handle a lavish celebration with a large audience such as ours.
- Whether waiters and hosts are provided by you.
- Offers and discounts available.
- The menu options and charges.
- If there are any additional charges levied for linens, centerpieces etc.

We shall be grateful if you could furnish the above mentioned details along with your quotations as soon as possible.

Thank you

Yours sincerely

Rahul Sharma

Write a letter to the person in charge of the seminar and ask for detailed information regarding the dates, program, accommodation and cost.

Orion company Ltd
B2, FD Block
Pitampura
New Delhi – 110000

20 January, 2022

The manager/Proprietor
Samurai catering
87 Lajpat nagar
New Delhi -0000

Dear Sir/Madam

I am writing to you to seek additional information in relation to the project management seminar that your company is going to conduct this year.

Since I have been receiving a lot of positive feedback about your last year's seminars from some of my colleagues who have attended it, I would very much like to participate in this year's seminar. To materialize my intention, I would like you to please provide me details about the following:

- Dates on which the seminar is being conducted.
- A detailed agenda.
- Options for accommodation.
- The cost of the seminar with and without accommodation.

Once I am supplied with the requested information, I will be able to assess if it is feasible for me to attend the seminar. I would be eagerly waiting for your response and I hope you have a good package to offer me. Thank you.

Yours Faithfully,

Irfan

You applied for a re-issue of your lost credit card at your bank and you got a message of a scheduled delivery date. However, you did not receive it even after the date. Write a letter to your branch manager seeking information on this.

In your letter, you should say:

Who you are?

Why the card is important to you?

What would you like him to do?

Senders address

Date

Receivers address

Dear Sir,

I have an account in your commercial branch and I am writing this letter to get some information about a lost document.

I have been banking with you for the past ten years and I have to appreciate the way you care and respect your customers by providing us the best available service. I had lost my credit card last month and I made a request to you for re-issuing the same. Last week, I got a message on my phone that I am due to get it received on 25 Friday, which was four days ago. I made an enquiry with the postal department from where I came to

know that no such document was handled by them. As I do frequent financial transactions, I do favor digital transactions. I would like to know whether there is any delay in the procedure or I should re-submit the application. It would be appreciated if you could inform me the time it would take to reach me.

I would be very grateful if you would attend to this matter as soon as possible.

Yours sincerely,

(Name)

You are going to study in a college in the UK next year. You would like to stay in a college Hall of Residence.

Write a letter to the college. In your letter

*** give your accommodation requirements**

*** explain what your food needs are**

*** ask what alternatives are available if they cannot provide what you want**

Senders address

Date

Receivers address

Dear Sir/Madam:

I recently secured admission to the course of engineering offered by your college. I am writing this letter to reserve accommodation in the Hall of residence for the upcoming academic year.

This will be my first year in the UK and I do not have any contacts here so I would like to reserve an en suite room for a single male. Also, I require a reasonably spacious study area in the room. If laundry and other cooking facilities are available at the hostel then it would be an advantage.

In addition, I would like to request vegetarian meals as I am a vegetarian and I do not want eggs to be added to any of my meals. However, dairy products will be fine. If vegetarian food cannot be arranged, I would like to cook myself. I will very much appreciate access to kitchen facilities.

Thank you for your time and assistance.

I look forward to hearing from you soon.

Yours sincerely,

Sudhir Kumar Misra