**FORMAT OF A LETTER OF ENQUIRY**

**Writer’s Address**

AZ-1256, Mayur Vihar Phase I

Delhi-94

**Date-**July 22, 2019/ 22 July, 2019

**Designation and Address of the receiver**

The Marketing Manager

Samsung India Pvt. Ltd.

C-1262, Sai Nagar East,  Delhi-110022

**Subject-**This should be short and specific to make all the content clear. (Suggestion- Keep maximum 12 words)

**Salutation**

Dear Sir / Dear Madam

**Main Body-**This part should be divided into three paragraphs.

**Para 1-** Introduction of the complaint- With due regards it is to be stated that I am very much interested in \_\_\_\_\_\_\_\_\_\_at the same time there persists a little confusion regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Para 2-** The middle paragraph must contain all the details.

**Para 3-**While the last paragraph must express what one would want the other person to do in the response of this letter. This is the concluding part of any letter. It also expresses thanks in beautiful words

**Subscription**

Yours truly/obediently/sincerely

**Name**

**John/ Michel**

**M/s Kanchan Cookware, Delhi Gate, Ajmer, have advertised a scheme to exchange old pots and pans with non-stick wares. Write a letter to the manager of the firm enquiring about the terms and conditions of the scheme. Sign yourself as Mrs. Sneh Gupta of Park Lane, Kota.**

Park Lane,

Kota.

22 July 2019

The Manager

Kanchan Cookware

 Delhi Gate

Ajmer

**Subject:**Enquiry about the terms and conditions of the scheme.

Sir

 I read your advertisement in the Hindustan Times. You have advertised that you have a scheme to exchange old pots and pans with non-stick cookware.

I am interested in exchanging some old pots and pans with non-stick wares. You are requested to kindly let me know the details about your scheme. Kindly also write whether you can send the goods through railway parcel.

Thanking You,

Yours sincerely,

Sneh Gupta

**Home work (22.07.2019)**

**You are Nidhi/Rajan, a resident of 24/52, Civil Lines, Sonepat. You are very much inspired to watch reality shows on ‘Dance’ at various channels on T.V. and wish to join dance classes to learn ‘Salsa’. Write a letter to Mr Shamak Dawar (Salsa Guru), Director, S.D. Group, Model Town, Delhi, enquiring about the dance classes, timings, fees, duration, conditions for admission, etc.**