



**Formal Letter**  
**Enquiry Letter**

**1. You intend to join coaching classes at Success Coaching Centre situated in Delhi. The institute specializes in teaching science to classes XI–XII. Write a letter of inquiry in 100 – 120 words addressed to the Administrator in – charge of the institute seeking clarification about the timing, duration, staff, transport, and other necessary details for joining the institute. You are Sonia / Shiv of 2, Murthi Road, Chennai.**

2, Murthi Road  
Chennai.

09 July 2023

The Administrator In-charge  
Success Coaching Centre  
Delhi.

Subject: Enquiry for Class XI–XII two-year study course.

Sir / Madam,

I am Sonia, a student of class X of VK, Murthi Nagar Chennai. I want to pursue a non-medical stream and am planning to join a coaching class for the same. I came to know that your institute is the best and so I am keen to join it. I am interested in joining the two-year classroom course. Kindly give me the following details-

Details of the course structure  
The timing of the class  
The details of the faculty  
Availability of transport facility  
Fee structure for the course

I request you to reply at the earliest so that I can make a decision.

Thank you  
Yours Truly  
Sonia

## **Leave Application**

### **Leave Letter to Principal – To Participate in the National Level Literary Competition**

Susan Caro  
Class X  
Holy Angels High School  
Bangalore – 560025

25th July, 2023

The Principal  
Holy Angels High School  
Bangalore – 560025

Subject: Leave application to participate in the National Level Literary Competition

Sir / Madam,

I am Susan Caro, student of Class X C. I have won first place in the Elocution competition and have been selected for the next level of competitions that will be held in New Delhi.

The National Level Competition will be held from the 3rd to the 7th of October. I will have to report to the venue at 9 am on October 3rd.

I request you to kindly grant me leave for a week (2.10.2020 – 8.10.2020). I will make sure to take note of all the lessons and complete the work that will be given during my absence.

Thanking you

Yours Truly  
Susan Caro  
Class X