

Enquiry Letter Writing Practice Test (with Model Answers)

Q1. You are Aman/Amita, living at 45-B, Bellaview Nagar. You want information about the French language course at La-France institute, Mohan Circle. Write a letter in about 120 words to the Director, Foreign Language enquiring about the details of the courses offered by the institution. In your letter include eligibility, duration of different courses, medium of instruction, examination cycle etc.

Q2. You are Kamal / Kanishka living at G-59, Kirti Nagar. Write a letter to the Principal I.T.I. Pusa in about 100-120 words, enquiring about the diploma course available in the institution, the duration of the course, the fee-structure, placement services and the admission process.

Q3. As President of the Mountaineering Club of your school, you wish to organize a weekend trek to Kempty Falls. You are Pratibha / Prateek. Write a letter to the Director, Outdoor Adventures mentioning your proposed travel dates, number of students and teacher escorts. Find out about the mode of travel options, boarding, lodging, trekking gear, camping facilities and cost.

Q4. You wish to join hobby classes during summer break at Culture and Art Centre, Ambattur Road, Chennai. You wish to learn instrumental music or an Indian dance. Write a letter of enquiry (100 - 120 words) to the Director asking about details like charges and timings and describing your taste, experience etc. You are Sahil/Sahira, resident of 12 Fort Road, Chennai.

Model Answers

Ans 1.

45-B, Bellaview Nagar

New Delhi

May 20, 2025

The Director

La-France Institute

Mohan Circle

Subject: Enquiry About French Language Courses

Dear Sir/Madam

I am Aman, a resident of Bellaview Nagar, and I am interested in enrolling in a French language course at your institute. I would appreciate it if you could provide detailed information about the various courses offered, including the eligibility criteria and duration of each level.

Kindly also mention the medium of instruction, class timings, and whether online or weekend classes are available. I would also like to know about the examination cycle, certification process, and fee structure. I am keen to pursue French for academic and professional development and look forward to your response at the earliest convenience. Thank you for your time and assistance.

Sincerely

Aman

Ans 2.

G-59, Kirti Nagar
New Delhi

January 15, 2025

The Principal
I.T.I. Pusa
New Delhi

Subject: Inquiry About Diploma Course Details

Dear Sir/Madam

I am Kanishka, a resident of Kirti Nagar, and I am interested in pursuing a diploma course at your esteemed institution. I would be grateful if you could provide details about the diploma courses available, including their duration and eligibility criteria.

Please also inform me about the fee structure, whether any scholarships are available, and the placement services offered to students upon completion of the course. Additionally, I would appreciate details about the admission process and important dates. I look forward to your response to help me make an informed decision.

Sincerely
Kanishka

Ans 3.

Mountaineering Club

Green Valley High School

May 17, 2025

The Director

Outdoor Adventures

Dehradun

Subject: Enquiry About Weekend Trek to Kempty Falls

Dear Sir/Madam

I am Pratibha, President of the Mountaineering Club of our school. We are planning a weekend trek to Kempty Falls from June 8 to June 9, 2025, with 40 students and 3 teacher escorts.

Kindly provide details about available modes of travel, boarding and lodging arrangements, trekking gear, camping facilities, and overall cost per participant. Please also let us know about safety measures and any permission requirements. We hope to finalize the plan soon and would appreciate your response at the earliest. Looking forward to your response.

Sincerely

Pratibha

President, Mountaineering Club

Ans 4.

12, Fort Road

Chennai

April 28, 2025

The Director

Culture and Art Centre

Ambattur Road

Chennai

Subject: Enquiry About Summer Hobby Classes

Dear Sir/Madam

I am Sahil, a resident of Fort Road, and I am interested in joining your summer hobby classes. I would like to enrol in either instrumental music or Indian dance, as I have a strong passion for the arts. I have some prior experience in playing the keyboard and am also fond of classical dance forms.

Kindly provide details regarding the course timings, duration, fees, and whether instruments or costumes are provided. I would also like to know if there are beginner-friendly batches and the registration procedure. Looking forward to your kind response.

Sincerely

Sahil

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