

Note: Students have to do this work in a fair grammar note book.

Letters of Enquiry

Q.11 You are Samrat, a student of Class IX and a resident of Mumbai. You are interested in learning French in your summer vacations. Write a letter to the Director of Language Learning Institute, Colaba, Mumbai, asking him about the various courses offered by the French during the summer (100-150 words)

Ans. A-46, Marine Drive
Mumbai - 400020

10th April 2020

The Director
Language Learning Institute
Colaba, Mumbai - 400005

Subject - Query regarding French classes

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in Summer Vacations.

Dear Sir

I am a student of Class 1x residing in South Mumbai. I am interested in learning French during my summer vacations starting from 25th April. I would like to start with beginner's course offered by you during the months of April-June.

Kindly send me the detailed information, fees applicable and any other relevant information. I would also like to have the brochure of your institute. You can send the information and brochure by post or at my email addresses Samrat 97 @ g.mail.com. Also kindly inform me the addresses and phone numbers of your branches in the western and eastern suburbs of Mumbai, as many of my friends residing in those areas of the city want to learn French.

I look forward for your early response.

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Date _____

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Yours sincerely
Sameer

Q.2.

You are Sudhir / Sita, the Head Boy / Girl of ABC Public School, Jayanagar, Bengaluru. Your school has planned an overnight excursion of students and teachers to Mysuru and nearby areas. Write a letter to the Secretary, Ace Youth Hostel, Mysuru requesting him to send you a quotation for the costs of providing accommodation for 15 girls, 20 boys and two teachers for two days next month. Specify the dates when you want the accommodation and any other terms and conditions. (100-150 words).

Ans.

ABC Public School
Jayanagar, Bengaluru - 560070

23rd October, 2020

(4)

The Secretary
Ace Youth Hostel, Mysuru 570001

Subject - Accommodation required for
Student Group on 10 and 11 Nov. 2020.

Dear Sir

Our school is sponsoring an overnight excursion of senior students to visit Mysuru and nearby areas on 10th and 11th Nov. 2020. The group consists of 15 girls and 20 boys accompanied by two teachers. They will require overnight accommodation on the night of 10th Nov. in Mysuru, will be reaching at 11 AM on the 10th. Thus they will stay for two days, departing by 5 PM on the 11th. Two dormitories (bedroom) will be required for the students, one for girls and one for boys. The teachers will require separate single rooms. If you require any further information, you may contact the undersigned on phone no. 97456XXXXX.

(5)

Date _____

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Yours sincerely
Sudhir (Head Boy)

Q.3 You are Binod/ Bhawna Talwar, Warden of the hostel in Karuna Public School, Allahabad. Write an enquiry letter to the Marketing Manager, Prayag Domestic Appliances, Naini, requesting a quotation for ceiling fans, tube lights fixtures and other electric items required for the hostel. Specify the number required of each item and request for credit in the terms of payment (100-150 words).

Ans. Karuna Public School
Cantonment Road
Allahabad, 211001

13th Feb. 20xx

The Marketing Manager
Prayag Domestic Appliances

⑥
Maini, Allahabad - 211008

Subject - Requirement of Electrical Fixtures for Hostel

Dear Sir

We require the following electrical fixtures for installation in our newly built school hostel for secondary students.

S.No.	Item Description	Qty. Required	Remarks/ Brand
1.	Ceiling fans 36"	60	Usha / Crompton only.
2.	Tube light fixtures 40 W	60	Crompton / Philips only.
3.	Storage geysers	3	Not more than 2.5 KW / Venus.
4.	Electric ovens	4	1200 W / Bajaj or LG.

Kindly send us your lowest quotation for the above items. You should offer us wholesale prices as the quantity

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required is large. The prices must
mention the amt. of GST being
charged on each item.

We request for credit in the terms of
payment, as our standard terms of
payment for all suppliers we
take 30 days credit after receipt
of goods in good condition.

We hope for an early reply.

Yours sincerely

Binod Talwar (Hostel Warden)