

LETTER WRITING

Q 1. You are Mohit/Mohini, a resident of 432, Arjun Nagar, Jaipur. Last week, you came across an advertisement about vocational courses and wish to join during the summer break. Write a letter of inquiry to the Director, Avons Academy, 134, Maharaja Nagar, Jaipur enquiring about the details of the course.

432, Arjun Nagar
Jaipur

10 May 20xx

The Director
Avons Academy
134, Maharaja Nagar Jaipur

Subject: Enquiry about the details of the course in Java

Sir

Apropos of your advertisement published in the Hindustan Times, dated 8th May, 20xx, I wish to state that I am a student of class X and have appeared for the Secondary School Examination. I want to pursue a short-term course in Java during the break as I have two months at my disposal. Kindly furnish me with the following details:

- Duration of the course
- Faculty
- Teacher-Student ratio
- Transportation facility, if available
- Discount for school students, if any
- Fee structure and mode of payment
- Class duration
- Medium of Instruction
- Certificate or Diploma Course

It shall be highly appreciated if the details are provided to me at the earliest.

Thanking you
Yours faithfully
Mohit

Q 2 You are Parvati/Praveen, Store in charge of Aman Stores, 32/54, Ravi Nagar, Delhi. Your school requires quality school bags and accessories in bulk for the commencement of the new session. Write a letter of inquiry to the Sales Manager, Duckback Industries Ltd, 13/4, Maharajpur, Delhi enquiring about the details of goods manufactured.

Aman Stores
32/54, Ravi Nagar
Delhi

10 January 20xx

Ref. No. ABCL/Sales/99/2567

The Sales Manager
M/s Duckback Industries Limited,
13/4, Maharajpur
Delhi

Subject: Enquiry about school bags and accessories

Sir

There has been an enormous demand by our customers for the school bags and accessories that you manufacture for primary and secondary school students and they are enquiring about quality, price, durability, etc.

We would feel obliged if you could please send us 100 school bags for every age group on an approval or return basis.

If we find the quality and price satisfactory, we can place a bigger order.

Before placing an order, we would like you to send the samples. You can send 500 bags on an approval basis.

The remaining unsold pieces within a period of one month from receipt thereof would be returned to you at our expense. We hope to hear from you very soon.

Yours faithfully
Parvati (Store in charge)

Q3 You are S. Raju/Ratna, Principal, M.S. Shukla Sr. Secondary School, Jabalpur. Write a letter to the Sales Manager of Geeta Publishers, Jabalpur enquiring about the undue delay in the delivery of books for your school library for which you placed an order three months ago. Also, send a warning that you may cancel the order in case the books are not delivered to the Library within a week.

M.S. Shukla Sr. Secondary School
Jabalpur

20 July 20xx

The Sales Manager Geeta Publishers
Jabalpur

Subject: Delay in delivering books

Sir

I am forced to show my utter displeasure at the undue delay in the delivery of books for our school library by you. We had placed a bulk order for the purchase of books three months ago. Despite several reminders, you have not sent a satisfactory reply for this inordinate delay. This behavior defies the norms of business ethics. It also goes against the goodwill that Geeta Publishers has earned in the market. Before we decide otherwise, we would like to enquire you about the reasons for this inordinate delay. The first term of the academic year is about to end. The students of classes X and XII, who have to appear in the board exams, are the worst sufferers. If you fail to deliver the books, particularly for classes X and XII by 27 July 20xx, we will be compelled to cancel the said order.

Yours sincerely

S. Raju
(Principal)

HOMWORK

(1) You are A.R. Dalmia, in charge of the Physical Education Department of your school. You need various items of sports for the department. Write a letter to M/ s Jagbir Singh & Sons, a well-known supplier of sports goods, Jalandhar enquiring him about the rates of each item and the maximum discount that they can offer to you.

(2) You are Vineet/Tanvi, Manager of Perfect Appliances Store, 312, Raja Garden, New Delhi. You wish to purchase various electrical appliances from M/s Khanna Electricals, 25, Bhagirath Palace, Delhi to update your stock. Write a letter of inquiry to the Sales Manager asking for the relevant details about the same in about 120 words.

(3) Your newly constructed school requires handmade sheets, tie 'n' dye cloth, cardboard, and paper mache kits for its Activity Room. You are Isha Jain/Ishan Jain, Admin. Officer of Laxman Public School, 56, Defence Colony, New Delhi. Write a letter to the Manager, M/s Prakriti Stores, 34/78, Laxmi Enclave, Delhi placing an order for the same.