

AECS – ANUPURAM

ENQUIRY LETTER

WORKSHEET

MODULE 1 OF 2

Exercises:

1. You are Raghu/Ragini of Nasik. As the Teacher Incharge of an excursion party that your school is sending on an educational tour to Ajanta and Ellora Caves during the Christmas vacation, write a letter of enquiry to Happy Tours & Travels, Nasik seeking information regarding transport, accommodation, etc.
2. Write a letter to M/s Vikrant Electronics, Circular Road, Bangaluru asking for the price list of pre-recorded music cds of some of the latest Hindi films. You may sign yourself as David of 110, Moti Bagh, Lucknow.

Try to solve these questions regarding Enquiry letters.