

AECS – ANUPURAM

ENQUIRY LETTER

WORKSHEET

MODULE 2 OF 2

Exercises:

1. Your items are A.R. Dalmia, Incharge of the Physical Education Department of your school. You need various items of sports for the department. Write a letter to WsJagbir 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. Write a letter to the Manager of Ross Hosiery House Chaura Bazar, Ludhiana, requesting him to send you detailed information about the woollen items available with them. You may sign yourself Sita Ram, 126 Ganga Basti, Haridwar.

Try to solve these questions regarding Enquiry letters.