

# Enquiry Letter Format

[Your Name]

[Your Street Address]

[City – PIN Code]

[Date]

[Receiver's Name or Designation]

[Company/Organization Name]

[Street Address or Area Name]

[City – PIN Code]

Subject: [Write your subject line here]

Dear [Sir/Madam or Name of the person],

[Opening paragraph: Mention how you got the information and what you are enquiring about.]

[Second paragraph: Ask for all the details you need. List them clearly if needed.]

[Third paragraph: Close politely, mention your expectation of a reply.]

Yours sincerely,

[Your Full Name]