



INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject :English

Topic :Revision –LETTER WRITING

Worksheet .No:24

Resource Person:Sumitha Julius Netto

Date : _____

Name of the Student : _____

Class &Division : _____

Roll Number : _____

I **Letter of enquiry :**

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- a. You are Manish/Manisha, a resident of 4/132, Arjun Nagar, Srinagar. Last week, you came across an advertisement pertaining to city tour of Jaipur and wish to avail it during summer break. Write letter of Enquiry to the Director, Avantika Travels, 13/4, Maharaja Nagar, Jaipur enquiring about the details of city tour.

4/132, Arjun Nagar
Srinagar

10 January 2018

The Director
M/s. Avantika Travels
13/4 Maharaja Nagar
Jaipur

Subject: Enquiry about a tour to Jaipur.

Sir

With reference to your advertisement published in the Hindustan Times dated 8th January, 2018. I wish to know the details of the same. I am planning to visit Jaipur in the coming summer vacation with my family including 5 members and wish to avail your facility of conducting sight-seeing tours and see the historical monuments there.

Kindly furnish me with the following details:

- Duration of the tour
- Guide provided, if any
- Mode of Payment
- Mode of transportation(A/C or non A/C)
- Discount for families, if any
- Places to be seen
- Pick & Drop facility from the hotel

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

Yours faithfully

Manisha

- b. You are Rajat/Rajni, 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 enquiry to the Sales Manager asking for the relevant details about the same in 100-120 words.

Perfect Appliances Store
312, Raja Garden
New Delhi

15 January 2018

The Sales Manager
M/s. Khanna Electricals
25 Bhagirath Palace
Delhi

Subject: Enquiry about electrical appliances.

Sir

We are the leading electrical appliances store in West Delhi that deals in latest and authentic national and international brands of devices. We wish to update our stock for the coming festive season.

Kindly let us know whether you can supply us the following items. If so, please quote your price with terms and conditions.

S.No.	Items	Brand	Quantity
1.	Steam Iron	Orpat	250
2.	Oven Toaster Griller	Bajaj	500
3.	Sandwich Maker	Murphy Richards	780
4.	Microwave Oven	LG	350
5.	Induction Plates	Prestige	680

On receipt of information, we may place an order with you for the above mentioned items. An early response will be highly appreciated.

Yours faithfully
Rajat
Manager

Letter of complaint:

You are Shikhar Bhardwaj, resident of 119, Gaur Gravity, Vivek Vihar, Delhi. You purchased a Television Cabinet made of recycled wood shavings; from M/s Vijay Sales, Vivek Vihar, Delhi. Write a letter of complaint to the Sales Manager asking for replacement of the product which you purchased 15 days ago. You have found that doors do not shut and the paint is uneven.

119, Gaur Gravity
Vivek Vihar
Delhi

10 January 2018

The Sales Manager
M/s Vijay Sales
VivekVihar
Delhi

Subject: Complaint about faulty TV Cabinet

Sir

I had purchased a television cabinet on 15 December 2017, vide cash memo No. 34A, with teak wood finish and tan colour.

The cabinet is not of acceptable quality and does not match the sample cabinet I was shown in store. I would like you to replace it with one of the same quality as the sample and arrange for return of the faulty cabinet at your cost.

With regret, I would like to say that the cabinet doors do not open and shut properly and the shade, on the cabinet is uneven, with one half darker than the other.

I would like to have this problem fixed quickly else I will lodge a formal complaint with the Consumer Court.

Yours faithfully
Shikhar Bhardwaj

Enclosed: Copy of the receipt

Letter to the Editor:

Write a letter to the editor of a local newspaper on the importance of education in the holistic personality development and nation building. You are Rohini Das/ Rishabh Das of 11, PreetVihar, Jaipur.

11, PreetVihar
Jaipur

11 January 2018

The Editor
The Times of India
Jaipur

Subject: Importance of education in nation building

Sir

Through the columns of your esteemed newspaper, I would like to express my views regarding the role of education in building the personality of an individual and nation too.

The students are the architects of a free and modern nation. Education plays a pivotal role in the building of a nation as well as responsible citizens. Education restricts all the malpractices done by the citizens which will endanger the nation building efforts. A pool of educated and empowered citizens can drive a nation towards the realization of its dream of becoming a superpower. It is the responsibility of both the government and the citizens to contribute to the development of a nation by fulfilling their respective duties.

I hope my thoughts will persuade the people to act towards their own betterment and nation's prosperity.

Yours truly
Rishabh Das