
INQUIRY LETTERS

1. INTRODUCTION

A letter of inquiry is a request for information that the writer believes the reader can provide. Regardless of its subject, the objective is to get the reader to respond with an action that satisfies the inquiry.

An inquiry letter should be brief, concise and informative, all on one page. The letter should be formatted as any business letter.

- The first sentence should briefly and clearly state your purpose in writing the inquiry letter.
- The second statement should introduce you or your organization.
- The body of the letter should explain how you or your organization would benefit from what you are asking for.
- The last paragraph should thank them for the opportunity to be considered.

2. USEFUL EXPRESSIONS

- I am a student from China and I want to pursue my postgraduate studies in your renowned university from the next semester. I wonder whether you could be kind enough to provide me with the following information.
- We're interested in your stock form. Could you please be kind to give us a specific introduction about this product, such as quotation, payment, and lead time?
- We would like to be told about the price, discount, itinerary and routing.
- Would you be so kind to send us a quotations table and supply us with some information on the above details.
- I hope you could give me some detailed information, and I look forward to your reply.

3. TEMPLATE

Sample

Foreign Language Department
Jiaotong University
Xi'an 710049
P.R. China

Director
Lodging Office
University of Birmingham
B15 2TT
England

Dear Sir/Madam,

I am a Chinese teacher and I am teaching English in the English Department of Xi'an Jiaotong University. In the coming October, I will go to your university to further my studies in the English Department.

I have learnt from the magazine of Birmingham University published by the Guild of Students that I must apply for my accommodation in advance. Since I am coming alone, I prefer a room in a flat on the campus. I'd like to share the flat with five students from different countries so that I can gain more cultural background knowledge.

I am just writing to ask a favor of you. If not possible, what kind of accommodation could you offer me?

Your kind help would be greatly appreciated.

Looking forward to your early reply.

Yours sincerely,

Ming Li