

From,  
Anshul,  
567, Ring Road,  
ITO,  
New Delhi

To,  
The direction of National Institute of  
choreography,  
Noida,

Sub:- To enquire about the course in choreography  
Respected sir/~~mom~~, madam,

I am Anshul, currently studying in class 10 in Delhi Public School (DPS). I am writing this letter to learn more about the choreography course offered in your esteemed institute. After my schooling I want to be a choreographer someday, and I also came to know that your institute is really good for the choreography course.

Therefore, I would like to know more about the course, admission process, eligibility criteria, ~~please~~ and any other details. kindly send me the prospectus and an application form so that I could register myself for the course.

Thank You,  
Regards, Anshul  
Anshul