

Sample 2:- 56 D, Ring Road, ITO  
New Delhi 1100XX

1 July 20XX

The Director  
National Institute of Choreography  
Sector 16, Noida 102XXX

Dear Sir

Subject: Inquiry regarding course in  
Choreography

Refer to your advertisement regarding  
the course in choreography offered  
by your reputable institute. I want

to state that I am currently in X class  
and preparing for my final exam. I am very

much interested in dancing and want to take it as a career. I am also given to understand that this institute is by far as choreography is concerned and I would very much like to be part of it. Kindly send me the prospectus and the application form. I would be highly grateful if you could provide me with the following information:

- The department and programme faculty
- Funding opportunities
- Scholarships available
- Admission procedure

- Eligibility criteria
- Hostel facilities

Kindly send me, the brochure along with the enrolment form at the earliest so that I could register myself for the course.

Yours sincerely

Samyukta Mohanty