

LESSON: 4
WEEK: 4
TOPIC: LETTER OF ENQUIRY
AIM: To assist students to understand the purpose of writing a letter of Enquiry.

Learning outcomes:

- Know the main features
- Draft the letter of enquiry

NOTES

Main parts of a letter of enquiry

A letter of enquiry should include the following areas:

- Nature of enquiry
- Importance of the information required
- The situation which prompted the inquiry
- The benefits to the reader
- Basic presentation requirements
- Continuation sheets



Assignment question

1. You have applied for a job with Auburn Sdn Bhd. It has been over two weeks and there seems to be no answer from them. Compose a letter of enquiry asking them of your status. Create all necessary details that you need to prepare a letter.

Reference

Shirley Taylor' Communication for Business, III edition, page number 59.
