

We write an enquiry when we want to ask for more information concerning a product, service or other information about a product or service that interests us. These letters are often written in response to an advertisement that we have seen in the paper, a magazine, a commercial on television when we are interested in purchasing a product, but would like more information before making a decision.

Remember to place your or your company's address at the top of the letter (or use your company's letterhead) followed by the address of the company you are writing to. The date can either be placed double spaced down or to the right.

Important Language to Remember

- **The Start:**

Dear Sir or Madam

To Whom It May Concern - (very formal as you do not know the person to whom you are writing)

- **Giving Reference:**

With reference to your advertisement (ad) in...

Regarding your advertisement (ad) in ...

- **Requesting a Catalogue, Brochure, etc.:**

After the reference, add a comma and continue - ..., would (Could) you please send me...

- **Requesting Further Information:**

I would also like to know ...

Could you tell me whether ...

- **Signature:**

Yours faithfully - (very formal as you do not know the person to whom you are writing)

An example letter

Kenneth Beare
2520 Visita Avenue
Olympia, WA 98501
Jackson Brothers
3487 23rd Street
New York, NY 12009

September 12, 2000

To Whom It May Concern:

With reference to your advertisement in yesterday's New York Times, could you please send me a copy of your latest catalogue? I would also like to know if it is possible to make purchases online.

Yours faithfully
(Signature)

Kenneth Beare
Administrative Director
English Learners & Company