Class 11/12 (HSC) ● English 2nd Paper ● Topic wise practice sheet

Topic: Seeking Information Letter (Formal Letter)

1. **Asking the manager of a travel agency to send you details of holidays abroad.**

2 May 2024
The Manager,
Global Tours & Travels,
Dhaka
Subject : Seeking information about a tour abroad.
Dear Sir,
I like to inform you that I want to make a foreign tour during the coming summer vacation with your renowned travel agency. I will go to Kathmandu and stay there for five days. I would like to start my journey on 15 May 2024 and return before 23 May 2024. I also like to visit most of the tourist spots there. So now I would like to know the details of such a package tour. It will be convenient for me if you inform me of the details of such a tour.
Hope, you will reply to my query informing me of the details.
Thanking you,
Shagupta Nasreen
Doulatpur Khulna

2. **Requesting the sales manager of an Airways to inform you the details about a package tour.**

15 November 2002
The Manager,
Novo Air
Subject : Request for information about the package tour to India
Dear concom.
I would like to inform you that from your advertisement I have come to know that you are offering a package tour to India. I want to travel to India. But the information is not enough. As an interested person, I need further information about the tour. I would like to have information regarding schedule of the travel, fare of tickets the places to be visited, facilities, condition etc. These information will help me apply to you for the travel. I am waiting for your quick reply.
Thanking you,
Ali Asfaque

3. **Asking information about the job e.g. salary, work hour, benefits, overtime, responsibility, etc.**

26. 22 May 2024
The Director,
Transcom Group
Dhaka
Subject : Asking for further information about Office Executive.
Dear Sir.

From your advertisement published in "The Daily Star' on 15 May 2024. I have come to know that some Office Executives will be appointed under your authority. But there is not sufficient information in the advertisement about the requisite academic qualifications, salary. work hour. benefits, overtime, responsibility, etc. As I am an interested candidate for this post. I would like to know the details about above information.
I, therefore, pray and hope that you would be kind enough to inform me the above information as early as possible. I am enthusiastically waiting for your quick reply.
Thanking you,
Rafiq

4. For reservation of a room and detailed information.

May 13. 2024
The Manager,
Samudra Shaibal Inn
Cox's Bazar, Bangladesh
Subject : Request for reservation of a room and other detailed information
Dear Sir,
I am a Liaison Officer of a multinational company. My visiting card that I have enclosed with this. letter may help you to remind my previous arrival in your hotel. However, one of the leading business personalities of an Australian multinational company consented to visit Bangladesh and stay a few days in Cox's Bazar. Now, we need to book two rooms in your hotel. We prefer double bed sea view room and document of payment is enclosed with the letter.
Hence, we earnestly pray to your honour to reserve two rooms for one week (16.05.2024-22.05.2024). Furthermore I expect a confirmation letter/mail from you.
Sincerely yours,
Md Abdul Zalil
Sheba Int. com.

5. Asking for information about the duration of the tour, modes of journey, expenses, security, entertainment and sight seeing facilities.

31 April 2024
The Manager,
Bangla Tours and Travels
12 Green Road, Dhaka
Subject : Asking for further information
Dear Sir.
In response to your advertisement published on 'The Daily Star' on April 12, 2024. that you are offering a package tour to the Sundarbans, I would like to join the tour as I have a great fascination for the wildlife of the Sundarbans. So, I am now in need of knowing some information about the tour. At first, I would like to know the date and duration of this tour. Then I am in need of knowing the security,entertainment and sight seeing facilities in details for taking my-decision.
I hope, you will inform me of the above mentioned matters as soon as possible.
Sincerely yours,
Rupom Islam

Third year. Political science
University of Dhaka.

6. Asking for detailed information about the course.

25. 10 May 2024
The General Manager,
South Bridge Ltd
UK
Subject : Regarding detailed information about the course
Dear Ma'am.
I came to know from the advertisement published in The Times' that your institution is offering a course in English. But the advertisement lacks some information such as required educational qualifications, starting date of the course, time of classes, number of classes per day, tuition fees. living expenses, cost of books, etc. I need to know these sorts of information.
So. I would be grateful to you if you could send me all kinds of information in detail.
Looking forward to your reply.
Best regards,
Sohel Ahmed

7. Asking for information related to the Debate competition

12 June 2024
The Convenor,
Inter University Debate Competition
Banglar Mukh
Subject: Seeking information about the debate competition
Dear Sir.
I have come to learn that you are going to arrange an Inter University Debate Competition very soon. But I have found that information of all types is not provided. First of all, what will be the academic qualifications of a participant? Secondly, is there any entry fee for the competition? Thirdly, the topic of the debate competition is not clear at all. Fourthly, where will the debate competition be held? So, I will remain grateful if you send me an email informing me about the above-mentioned questions.
I look forward to getting your reply very soon.
Yours truly,
Ariq Faiaz
4th Year
Department of English
University of Dhaka

8. Asking about admission procedure for overseas students.

20 September 2024
The Director,
Admission Section (Overseas)
Oxford University, UK
Subject : For information concerning admission procedure for overseas students.

Dear Sir,

I have come to know from a brochure published recently under the auspices of your university that a few seats have been preserved for offering to the overseas students. I am interested in prosecuting my Honours studies in Oxford University. I shall be grateful if you would/please let me know the following particulars :

(1) The entry requirements that I am supposed to be equipped with for admission to Honours course in Anthropology.
(2) The length of the academic session.
(3) Approximate expenses that the studies will involve, as for example, tuition fees, living expenses, cost of books, accommodation and other necessary articles.

In this connection, please let me know if there is any provision for financial grants to foreign students.

I look forward to hearing from you at the earliest convenience.

Yours faithfully,

Mohammad Sirajuddin Khan

C/O. M.S. Khan

157, Station Road, Chattogram.