

Formal Letter Format

16 Ring Road
Nagpur – 01

November 30, 2019

The Director
Alpha Classes
35 Patel Street
Delhi – 18

Dear Sir,

Sub.: Enquiry about CAT Coaching Classes.

This is with reference to your advertisement in the ‘The Times of India’ for CAT Coaching classes. I have passed the B.Sc. degree examination with Statistics as the main subject. I am keen on joining your institute for the coaching classes.

Kindly let me know about the procedure of applying for the qualifying test and its date. I would also like to know the duration of the coaching programme, the duration and the number of classes per week along with the available mode of classes. Information about the fees payable and the study materials is highly appreciated. Could you please send me a copy of your prospectus?

I would like to enroll as soon as possible. Your early response will enable me to decide fast.

Thanking you.

With kind regards

Ankit gupta