

Introduction to Enquiry Letter and Format

You wish to join a meditation and fitness workshop. Write a letter to Harmony Yoga Centre, F.C. Road, Pune, enquiring about the timings, batch strength, fees, and any eligibility conditions for admission.

B-504, Sunshine Residency
Law College Road, Pune – 411004

22 January 2025

The Head Instructor
Harmony Yoga Centre
F.C. Road, Pune – 411005

Subject: Enquiry regarding meditation and fitness workshop

Sir

This is in reference to your recent advertisement about the meditation and fitness workshop displayed on the notice board of ABC Community Centre. I, Anita Kapoor, am writing this letter to enquire about the same.

I would like to know the details regarding the class timings, batch strength, duration of the workshop, fees, and the eligibility criteria for joining. In case the batch closest to my locality is already full, please let me know if there are alternative batches available that I may opt for. I am eager to enroll in this workshop to manage stress, stay fit, and enhance my overall well-being.

I shall be grateful if you could send me the required details at the earliest so that I can plan my schedule and complete the admission process in time.

Thanking you,

Yours sincerely,
Anita Kapoor