

Sender's address

With PIN

Date

Receiver's Designation

Receiver's address

With PIN

Subject:

Salutation

Body of the letter

Complimentary Close

Subscription

Complete Name

You are **Rohan Sen**, a student of Class XII residing at 23, Lake View Road, Kolkata - 700029. Write a formal letter of enquiry to the Course Coordinator of SkyHigh Adventure Institute, Bir Billing, Himachal Pradesh, seeking information about a paragliding course you wish to join after your Board Examination. Include details such as course duration, fees, eligibility, safety measures, accommodation, and batch timings.

23, Lake View Road
Kolkata - 700029

5 May 2026

The Course Coordinator
SkyHigh Adventure Institute
Bir Billing, Himachal Pradesh - 176077

Subject: Enquiry regarding Paragliding Course after Class XII Examination

Sir/Madam,

I am Rohan Sen, a student currently appearing for the Class XII Board Examination. I am writing to enquire about the paragliding

courses offered by your esteemed institute, as I am keen to pursue this activity after the completion of my examinations.

I would like to request detailed information regarding the duration of the course, eligibility criteria, course fees, and the certification provided upon completion. I would also appreciate it if you could inform me about the safety measures, accommodation facilities, and whether any prior training or physical fitness requirements are necessary.

Additionally, kindly let me know the dates of upcoming batches starting after May 2026, along with the procedure for registration. I shall be grateful if you could send me the prospectus or direct me to the relevant resources for further details.

Thank you.

Yours faithfully,
Rohan Sen