

Write the name and/or title and address of the person you are writing to

Write your address here.
Don't write your name

55, Chestnut Avenue
Bristol, BS8, 2JH
15th November, 2017

Lane School, 214
Nightingale Lane
London, WCI 2AA

Write the date here

Use *Dear Sir/Madam* if you don't know the name of the person you are writing to.
Use *Dear Mr/Mrs Smith* if you know the name.
Put a comma (,) after the name, not a colon (:)

Dear Sir or Madam,

I am writing to enquire about language courses organised by your school. I found out information about it in local newspaper and I would like to know more.

Even if I can not certify my knowledge of English, after years of learning the language at school I can safely assume that I am an upper-intermediate student. Are you able to offer me any course that would be good for me?

I understand from your advertisement that your courses are free. Are they free for everyone, or just only for students from your school?

The last question I have concerns your methods of teaching. As I particularly hope to improve my fluency, I would like to know how much attention is paid and what methods are used by the school teachers to develop the skill of speaking. It is very important for me, because my fluency is the worst side of my English.

I am looking forward to hearing from you.

Yours faithfully,

Chris

+7 (917)273 44 57

Email: rid.chris@hotmail.com

Use *Yours faithfully* if you don't know the name of the person you are writing to.
Use *Yours sincerely* if you know the name.

Use formal language. Don't use contractions (I would like... NOT I'd like)

Include any relevant reference numbers and email addresses at the end of the letter