

Formal letter requesting for information

6 Shek Lei Street,
Kwai Chung,
the New Territories,
11th May 2022

Mr. Lily Fung,
8/F, 250 Castle Peak Road,
Hong Kong



Dear Ms. Fung,

I am writing to ask for more information about the English course I came across in the advertisement. I would like to participate in it.

First of all, I am an English novice. I do not have a solid foundation in English so I would like to know whether the teacher is patient or not. In addition, I would be interested in knowing when the first lesson will start and how long the lesson will last for. I hope you might also let me know whether the lesson is frequently held.

Moreover, I want to know how much the tuition fee is. I will be glad if you can inform me if the tuition fee is calculated based on each lesson or not.

Furthermore, I would appreciate it if you inform me of where the lessons will be held. Since there is a pandemic right now, I would like to know if the lessons will be held online or face-to-face.

Finally, I would like to know whether discounts will be given if I invite more people to join the class.

All in all, I would be thankful for your time and attention. I am looking forward to receiving your reply.

Yours sincerely,
Fergus