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Formal letter asking for further information

When asking someone for something in a business or professional email, it is essential that they both explain what they clearly want and ask them the right way. If you don't, it increases the likelihood of the person receiving it saying no, getting angry/upset with you or being confused about what you're asking them to do. Fortunately, writing a good and effective formal email request is easy to do when you understand what makes a good one and why. For a formal email or work application letter, it should be easy to read for the person receiving it. And do it for how to structure what you type (where you say what) and the vocabulary you use. Use a good structure. Fortunately, the structure of a formal request email is very simple: you start email or letter explaining what you are writing about (subject/subject) and what the purpose of the email is (i.e. you want to ask them some questions or something). Then in the next section, ask them questions or requests. And finally in the last section, finish the email saying when you require the information or things to and thank them in advance for doing what you have requested. Use the correct vocabulary. The second (and hardest) part of writing a good formal request email is how you ask for things and what you type. You need to explain what you want and why and use the right type of vocabulary and expressions to make sure your email is polite, clear and persuasive (i.e. to make them do what you want). To find out how to write your own formal email or letter of request and (most importantly) to remember it, I created the following online exercise. In this exercise, you will learn professional phrases/vocabulary that are used to write a good business email of application in English. In addition, you will see an example of the structure you need to use when typing this type of email. Once you have read the example in the exercise, do the questionnaire / test at the end. Taking this questionnaire quickly will make sure you understand how and when to use the vocabulary in your own emails and remember it. Read the following formal business request email about a project at an airport from a client to an external project manager. From context, try to guess what the meaning of bold words/phrases is. Then take the quiz at the end to see if you're right. Dear Mr Mitchell, I am writing in reference to the current situation with the Skipton Airport Project. We have a number of questions that we hope you can answer. First, it could provide us with an update on where it is in the Skipton Airport Project. It also if it could clarify what are the current problems with the delivery system, and confirm when they are expected to be resolved. In addition, at the end of our last meeting we requested a copy of the latest update of the project. Unfortunately, we haven't received it yet. ¶The staff were very friendly and helpful. Can you also confirm whether the post-installation support covers your computer 24 hours a day? And what is really included in the support? In particular, would we like to have confirmation if the cost of the parts and work are included in the package? We need this information as soon as possible. And finally, we are considering extending your company's post-installation support period from 6 months to 12 months. ¶The staff were very friendly and helpful. I would really appreciate it if I could deal with these issues urgently. I hope to hear from you. Its sincerely,Ian McAdam Development Director We have asked:(verb) This is usually used when you want information or some kind of service (a visit to the site), help or a replacement. It is very similar to 'order', but 'order' is used more for objects (i.e. books, computers, etc...) than you will buy. Both are used when you want to know where something you have asked for is, for example, 'we requested a replacement 10 days ago / we ordered a washing machine 10 days ago and we have not yet received it'. In Spanish: request. Close 2. A formal way of saying in an email we are thinking about doing something, is that we are considering:(verb) This is commonly used in formal business correspondence and means that you are still deciding what to do about something. It is used for decisions, orders, recommendations, requests, etc..., for example, 'they are still considering opening a new factory in Argentina'. In Spanish: estamos considerando/estudiando. Close 3. When you have more than one question to ask, use this to enter the first question. FCE Exam- Writing Part 2 Formal Letter Part 2 You have to answer this question. You'd like to learn Russian and you see this ad in a newspaper. You'd like to know more. Read your ad and the notes you've made. Write a letter to the school asking for more information. * Task taken from the english expert course book FCE Sample Letter: Dear Lord / Lady, My name is Emily and recently I have been interested in learning Russian as my fiancé and I am planning to move to Moscow hence the reason I am writing to you as the announcement in the local newspaper about the language course it provides seems the perfect solution. However, before registration there are few questions I hoped could help me. First of all, since I haven't had any experience with the language I wondered if I could provide class for total beginners. If so, I wondered if I could tell how big the groups are, it's more likely to be a class of dozens or half a dozen students. In addition, I hoped that provide more details on the exact time of the lessons, as well as the number of hours of the fifteen-day course that I plan to register this summer. In addition, you would like to send the bank details and the final fee of the course of fifteen days. In addition, I know that your language school includes stay-at-home accommodation, I wondered how far the school would be. I hope the letter will find you right and thank you in advance for your response. I look forward to hearing from you in your time. Your faithfully, Emily Kruszezwska English Teacher How many of our visitors asked us how to write formal letter asking for information, we have prepared universal template for this formal request letter. This template provides a general framework and you must adjust it to your needs. Ad name Last name of sender street name and city postcode and country number MM/DD/YYYY Ad name Recipient's surname (if familiar, otherwise leave blank) Street name and zip code number and re city country RE: Request for information Dear Lord, Ma'am, My name is [Last name] and I am [occupation/member/other] a/a [please specify]. I write to you because I need information about [please specify], because [specify the purpose of the necessary information]. [The following paragraph specifies why the recipient is a relevant source of this information, and supplement with any legal basis that may be a source of responsibility in this regard] Given above I want to request [information/document] regarding [subject]. Provide this information on a [number of days] working days. If you need more information please feel free to contact me by email: [enter the address] or by phone [specify your phone number]. Thank you for your time and consideration of my request. Cordial greetings, Name Surname Position Signature [contact details] If it appears in IELTS General Training, there are two different types of letters you must prepare for the writing task of IELTS 1: formal and informal letter. If you find that the question is a formal letter, you must write in the professional or formal tone. There are several types of letters from which one is the letter where you request some information. Before you start writing, you should know what font is, whether formal or informal, so that you can form sentences according to the required tone and style. If you are writing a letter to a manager, employer or anyone you are professionally related to, then this letter is formal. However, when you have to write a letter to your friend with whom you are personally related, then this type of letter is informal. Types of write requests: The write prompt may ask you to do any of the following:a) request explain a situation. In this article, you will know more about how to request information. Let's find out with an example of how to write a formal letter requesting information. Formal letter -- -- Information Question: You have decided to create a business for which you want to take advantage of the ease of bank lending. Write a letter to the bank manager requesting information about the bank loan and in your letter, write the following: Why you are writing the letterWhat is the amount of the bank loan you need When you can repay the loan In this writing request, the examiner asks you to write a letter to request some information from the bank manager. As the letter is to the bank manager, it must be a formal letter. Once you know what you are asked for, you must now structure your letter. Steps to write a formal letter while requesting information: Identify letter -- Formal GreetingWrite (Dear Lord/Mam.)Write letter purpose Describe the first bullet point (may be the same as step 3)Describe the second bullet point Describe the third bullet point statements (I hope to receive your response as soon as possible.) Login (Your faithfully,)Sample response: Dear Lord/Mam, I am writing this letter to ask for information about the available loan from your bank to start a business near my home in the next month. According to market research, I hope that building a restaurant on the proposed site would be a great success. Since the area is home to students studying at the regional university, it is hoped that around 2000 students can be the potential customers of my business. For the creation of the restaurant, I would require to invest Rs 50 lakh that I look for as the amount of the loan of the bank. I ask you to provide me with all the necessary information, including the eligibility criteria and documents to be submitted along with the application. In addition, I want to inform you that there is no other restaurant in the area that provides a great possibility for the business to grow. And therefore, I hope you would be able to pay off the loan in 3 years or earlier. Please provide me with the requested information as soon as possible so that the loan application can be processed as soon as possible. Your faithfully,Ramesh Varma(189 words)To improve the quality of your letter, you should include vocabulary of the glossary below. Useful vocabulary for formal letter while requesting information I would like to ask you to suggest if you can't would be grateful if you can't would like me to kindly ask you to ask me if it would be possible for you to now, let's understand with an example of how to write an informal letter requesting information. Informal letter - requesting informationQuestion:You want to apply for work permits in a city abroad where you have never been. Therefore, you want to search for information about this city from a friend who lives in this city. Type letter to your friend to request information about the city you are planning to travel to and in your letter, write the following: Where and when To work What kind of work is For how long you want to work thereThis request asks you to request information about a city, but it is an informal letter, since you are asked to write it to your friend. Now that you know it's an informal letter, let's see its structure. Steps to write an informal letter while requesting information:Identify the letter -- Informal GreetingWrite (Dear Carol,)Write greeting statement (I hope you're doing well.) Describe the first bullet point Describe the second bullet point Describe the finishing statements of the third bullet pointWrite (I hope we would meet soon in the next month.) Sign-off (Your truly.) Sample response: Dear Suresh, I hope you're doing well and enjoying your life. It's been a long time since I couldn't write to you while I was planning my visit to your city, London. I feel lucky enough that my company has selected me for a project in London and I would be getting there in the next month. My London-based project is a great opportunity for me, where I would be interacting with some customers to present business proposals and further end the deals. This is a full-time day shift job, but sometimes, you may need to work in night shifts. Since I'm new to the city, I need some help from you if you can give some information such as rental costs, food prices, availability of public transportation, ease of banking and others. Since you are already in the city, I think you can be very helpful in familiarizing yourself with the city. I would stay in London for 2 years after the project ends and I hope we have a lot of fun together in London.Yours truly,Pratham(186 words)To improve the quality of your letter, you must include vocabulary of the glossary below. Useful vocabulary for informal letter while requesting informationWell, you know You know, It would be great to see that I have a lovely view On the bright side Would Be nicePrices are crazy/ was pretty boHope see you soon! All the best! Goodbye! Take care! Stay in touch! Words of contraction: It is, It has been, cannot, have not, etc. Exercise:1. You plan to study a distance course online from an international university. Write a letter to the university official requesting information about the course. In your letter, write:Why are you writing What is the course and when you plan to study Why you want to study this course2. You want to spend your holidays in the country outside India where your friend resides. Write a letter to your friend and your letter, write:Where and when you want to spend your holidaysWhy you want to visit when you plan to visit them3. You recently bought a product in an online store and you're not with its quality. Now, you want to make a refund of the product, but are not aware of the company's return and return policy. Write a letter to the applicant customer relationship officer about the refund policy and your letter, type: Why you are typing Why you are looking for a refund When you want the refund