A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

FORMAL LETTER – REQUEST / ENQUIRY

Level C1 · 10 exam-style tasks

Note on salutation. If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

Task 1

Letter of enquiry

You are considering applying for a postgraduate scholarship in Cultural Heritage but need several important details clarified. Write to the scholarships officer, Dr Fitzgerald.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and refer to the scholarship precisely
- frame your key questions with context and justification
- enquire about eligibility, funding and the timeline, and request documentation

(20 points)

Task 2

Letter of enquiry

You are evaluating a competitive fellowship abroad and require precise information.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and refer to the fellowship
- frame your questions with justification
- enquire about the terms, funding and obligations

(20 points)

Task 3

Letter of enquiry

You are considering a professional certification programme. Write to the registrar, Ms Alvarez.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your background
- frame questions about content and accreditation
- enquire about fees, format and outcomes, and request documentation

(20 points)

Task 4

Letter of enquiry

You plan to commission a bespoke research report and need to enquire with a consultancy.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your organisation
- frame your requirements with context
- enquire about scope, cost and timeline, requesting a detailed proposal

(20 points)

Task 5

Letter of enquiry

You are exploring a partnership with an institution. Write to the partnerships lead, Mr Sinclair.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your institution
- frame the areas of interest with justification
- enquire about terms and precedents, and request a meeting

(20 points)

Task 6

Letter of enquiry

You are considering an exclusive residency programme for artists and need information.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your practice
- frame your questions with context
- enquire about eligibility, funding and facilities, and request documentation

(20 points)

Task 7

Letter of enquiry

You intend to enrol in a selective executive course and require details.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your role
- frame questions about content and value
- enquire about admission, cost and schedule, and request a prospectus

(20 points)

Task 8

Letter of enquiry

You are assessing a long-term venue hire for a major series of events.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and the programme
- frame your requirements with justification
- enquire about availability, terms and facilities, requesting a detailed quotation

(20 points)

Task 9

Letter of enquiry

You are considering a competitive grant for a community project and need to enquire.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and the project
- frame your questions with context
- enquire about the criteria, funding limits and reporting requirements

(20 points)

Task 10

Letter of enquiry

You plan to apply to a selective doctoral programme. Write to the admissions tutor, Prof Nye.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your research interest
- frame your questions with justification
- enquire about supervision, funding and timelines, and request documentation

(20 points)