

Eng 201 formal letter to write a reply

Done by : Robina mushtaq

Organise the layout of a formal letter and write the letter below:

Paragraph 1- introduction-To write a reply	
Receiver's Address right side	
Paragraph 3:experience as a learner	
Your address-right side the date	
Greeting Dear+ Mr. Mrs. Ms.	
Paragraph 2:ask 4 questions about your visit(travel information+ accommodation arrangements+ transportation +expenses	
Formal ending Sincerely ,faithfully	
Your signature Write your name clearly	


I have received your letter dated ..... in which you  
kindly invited me to ..... I thank  
you for the ..... However I have  
some questions that I would be grateful if you can  
answer regarding my visit .

First, I would like to know about  
.....  
.....  
..... Se  
cond,I would like to inquire whether  
.....  
.....  
.....  
..... Furthermore, It would be great if you can tell me about  
.....  
.....

Thank you again for ..... I  
look forward to your response.

Yours Sincerely,

Signature

.....CEO ,Education Unlimited