

**B. Format of a letter of enquiry**

Letterhead

**Morton Trading Company Limited**

*143 Ting Kwok Road, Tai Po Industrial Estate, Hong Kong*

*Tel: 2446 8558 Fax: 2309 8988*

Day/Month/Year

1 April 20XX

Inside address:  
Recipient's name,  
title, company name,  
full address

Miss Freda Wong  
The Manager  
Saxo Electronics  
29 Salisbury Road  
Tsim Sha Tsui  
Hong Kong

Salutation

Dear Miss Wong

Subject line

**MP3 PLAYERS**

Explain who you are  
and why you need  
the information

I have a small trading company in Singapore that imports electronic products from Hong Kong and am interested in the MP3 players you are advertising on City Magazine.

Explain what  
information you  
need

Please send me a copy of your illustrated catalogue and price list.

Closing – express  
thanks for  
considering your  
request

Thank you for your attention. I look forward to hearing from you soon.

Complimentary  
close

Yours sincerely

Signature

Gordon Wu

Writer's name and  
designation

Gordon Wu  
Sales Manager