REQUESTING INFORMATION	
LAYOUT	**USEFUL PHRASES**
GREETINGS	▪ Dear Mr/Mrs/Ms Smith(,) ▪ Dear Sir/Madam(,)
INTRODUCTION **(reasons for writing)**	▪ **I am writing** because I am interested in finding out if /whether... because I would like some information about/on… because I would like to know… to enquire about… *Example:* *I am writing because I am interested in renting your flat in Devon for a week next summer*
MAIN PART **1st PARAGRAPH** **(requesting information)**	**Indirect questions** ▪ I would be grateful if you could give me some information about… ▪ I would like to know where/when/what… ▪ I would appreciate it if you could tell me how much/ when/ where… ▪ I wonder if you could tell me… ▪ I wonder if it is possible for you to tell me… **Direct questions** ▪ Could you perhaps tell me…? ▪ Could you please let me know…? ▪ What time…? Where exactly is…? ▪ What/Who/When/How many/How much/How far…? *Example:* *I would like to know if it is available from the 1st to the 7th July next summer and the price of it. I would be grateful if you could give me some information about the rooms and the facilities in the flat.* *I wonder if there is a washing machine and a dishwasher in the flat.*
MAIN PART **2nd PARAGRAPH** **(asking for more information)**	▪ Could you also let me know…? ▪ I would also like to know if/whether…? ▪ I would appreciate it if you could send me further information about… *Example:* *I would also like to know where the nearest station is and if there are any facilities for children nearby.*
CLOSING PARAGRAPH	▪ I would be grateful for an early reply to my enquiries ▪ Thanking you for your help in this matter ▪ Thank you in advance for your help in this matter ▪ I look forward to hearing from you ▪ I look forward to (receiving) your reply
ENDINGS	▪ Yours faithfully(,) (when the letter starts Dear Sir/Madam) ▪ Yours sincerely(,) (when the letter starts Dear Mr/Ms Jones)