

# Request letter for Course Details

11, MG Road, Mysore

10th Nov., 20xx

The Director

Sure Future Ltd.

Shahjahan road

New Delhi.

**Subject:** Information about a course and management

Sir,

In response to your advertisement about different courses in management from foreign universities, I want to seek some information on pursuing a course in management. Regarding my qualifications, I may add that I have passed my graduation in management from symbiosis securing 83% marks this year. Now I am keen to join my PG course in Management from a reputed university in Singapore. Kindly send me the following details so that I can pursue the course accordingly:

- Procedure for admission in different university.
- Eligibility criteria
- Fee structure
- Placement opportunities
- Various Course available in Mgt.
- Timings and hostel facilities.

In case you have a written brochure, please mail the same to me at your earliest. It will help me in arriving at some good decision.

Thanking you

Yours faithfully

Karuna