

Letter of enquiry to a university

1. Who wrote this letter?
2. What does she want?
3. Is it a good letter?
4. When did she write it?
5. Who is it for?

**101 South Circular Road
Dublin 8**

**087 44 33 212
olgalimts@hotmail.com**

Friday 04 November 2005

**Admissions Office
Trinity College
College Green
Dublin 1**

Dear Sir / Madam,

I would be very grateful if you could send your undergraduate prospectus to me at the above address. Also please send an application form with the application requirements for the undergraduate courses.

Many thanks in advance for your assistance.

**Yours faithfully
Olga Limts
Olga Limts**