

Letter for the Prospectus for Diploma in Waste Water Management

Question: A University, K.A. The city offers a correspondence course leading to Diploma in Waste Water Management after plus two. You are Deepak/Deepti Sinha. Write to the Director, Correspondence Course, K.A. University for the prospectus and enquiring about the job opportunities after completing this course.

Answer:

15/85 G.R. Colony
New Delhi
3rd August, 200...
The Director
Correspondence Course
K.A. University, K.A. City

Sub: Request for a copy of the prospectus for Diploma in Waste Water Management.

Sir,

This is in reference to the advertisement that appeared in the Times of India. K.A. University has started a Diploma Course in Waste Water Management for plus two students. I would like to express my interest in the course. But unfortunately, I am unable to find a detailed prospectus of the course on university website. Hence, I request you to kindly send me a copy of the brochure and prospectus containing relevant details for the aforesaid course. It would be beneficial if I could also like to be informed about the job opportunities available to the diploma-holders after completing the course because it is a new course of its own.

You might want to know that I am a meritorious student and has scored an aggregate of 85% in my school. My interest in the course stems from my local and personal experiences. And I wish to work towards efficient and judicious use of water. Since we know that water is source of life but is also extremely scarce. I believe we need to work towards providing a better future to coming generations.

Hoping to hear back from you soon. Please do send me the prospectus of the course so I can make an informed decision.

Thanking you in anticipation.

Yours faithfully,
Ramchandran