

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Secretary  
Central Board of Secondary Education (CBSE)  
[CBSE Address]  
[City, State, Zip Code]

Subject: Letter of Enquiry

Dear Sir/Madam,

I hope this letter finds you well. I am writing to enquire about  
[specific information or request, e.g., registration procedures for a new  
school, examination schedules, curriculum details, etc.].  
[Briefly explain the reason for your enquiry and any specific questions  
you have.]

I would appreciate any information or guidance you could provide  
regarding this matter. Thank you for your attention to my enquiry.  
Looking forward to your prompt response.

Sincerely,  
[Your Name]