



Daleeli Enquiry Guideline

An enquiry asks Daleeli for specific information. In some cases, such as a request for ICV material, Daleeli will have a clear interest in responding to your request. In other cases, such as a request for specific information on a contract, Daleeli may or may not be able to respond quickly.

Always make it easy for Daleeli to identify and provide the information you need by selecting the correct category and subcategory so that your enquiry is directed to the appropriate PDO division.

Format of a Daleeli Enquiry

Follow this format in writing a letter of enquiry:

1. Who? In the first paragraph, identify yourself and, if appropriate, your position, and your institution or firm.
2. Why? In the second paragraph, briefly explain why you are writing and how you will use the requested information. Offer to keep the response confidential if such an offer seems reasonable.
3. What? List the specific information you need. You can phrase your requests as questions or as a list of specific items of information. In either case, make each item clear and discrete.
4. To conclude if you have any attachments to support your enquiry they can be uploaded in the system.