TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Inquiry Letter For product

Dear **[NAME]**

I am looking for a **[NAME]**. I understand that your company deals with **[RANGE]** , and hence I am writing this letter. I need **[#]** of them. I am looking for **[SPECIFICATION]** and in the range **[RANGE].** I want the product with **[WARRANTY]**

Kindly let me know the **[DETAILS]** available with you. Do let me know if there are any better options for me to buy in the same price range.

I would be awaiting your reply.

Thank you.

Yours Sincerely,