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 an **[NAME]**. I got to know from the sources that your company deals with electric appliances and gadgets, and hence I am writing this letter.

I need **[#]** **[NAME]**. I am looking for an **[#]** with **[SPECIFICATION]**  I want the product with a minimum **[#]** year company warranty.

Kindly let me know the availability, specifications, and prices for all the options available to you, which fall under my requirements.

Do let me know if there are any better options for me to buy in the same price range or specified conditions.

I would be awaiting your reply.

Thank you.

Yours Sincerely,