**LETTER TEMPLATE**

**BUSINESS INQUIRY LETTER**

**[Date]**

To,

**[Designation]**

**[Organization’s Name]**

**[Address]**

Subject: Business Inquiry about Organic Products

Dear Mr. / Mrs.

Firstly, we would like to congratulate on the opening of your new business venture. We are sure that you will discover long periods of achievement and will establish your firm with plenty of organic specialties.

Further, many of my clients are now asking organically grown produce be used in the dishes we prepare in our restaurant. To fulfill the need of my customer, we would like to inquire about your range of organic products that you produced with a price list to understand it thoroughly before making an order.

We hope that we will develop a good working relationship in the future. We would appreciate having a visit from your company Executive to our office to discuss this all. Let me know about the visit prior, so that we can see our engagement and make sure you are warmly welcomed and showed around our premises by our highly trained staff.

Looking forward to hearing from you at the earliest.

Sincerely,

**[Name Designation]**

**[Organization Name]**