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]**

To Whom This May Concern,

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.

Also let me know if I can get them at a discounted rate. 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.