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]**

Most courteously, my name is **[NAME]**  and I am working as **[NAME]**  in **[NAME]**.

Through this letter, I would like to inquire about **[NAME]** which is being manufactured by your company.

Our company deals in manufacturing of **[NAME]**  and accept orders in bulk for which parts manufactured by your company are essential.

Therefore, I request you to provide me with information about the same. Kindly include the **[COST]** for the same.

Thanking You,