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 writing this letter to acquire information regarding the product. I am **[NAME]** , and I work as the **[NAME]** for our esteemed company **[NAME]**. I am writing this letter on behalf of the company head.

We are interested to know about the new product **[PRODUCT DETAILS]**. We are keen to know about every other product your company can provide.

We are looking forward to some business dealing if your product qualifies our needs. Please do mention the product details and the wholesale price. It will be helpful to provide other terms and conditions that your company follows.

We are looking forward to some new business dealings. We expect some help and co-operation from your esteemed company. It will be very helpful if you post us your brochure and any other product information.

Our company will wait for your reply.

Thanking you in anticipation.