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, an employee of **[NAME]**, have written this letter to inquire about **[PRODUCT DETAILS]** on behalf of the entity.

We are interested in the said product and would like to get the details regarding the same, along with all the other product offerings that your entity is presently providing.

We would be interested in doing business with your entity if any of the products satisfy the needs of our entity. We request you kindly provide the wholesale price along with the product details and any other terms and conditions under which your entity does business.

We assure you that we have a good business record which you can go through at our website, or if you so wish, you can inquire about our entity in the market.

We have a very good reputation for completing our business relationships in the best possible manner so that there are no difficulties for the other party.

We assure you that you would not be harmed or face any losses by entering a business relationship with us, and ultimately you would be immensely satisfied with your decision to enter into a business relationship with us.

It would be very beneficial to enter a business relationship with your **[WRITE THE TYPE OF THE ENTITY],** and we hope you also feel the same.

Thus, we request you to mail us the brochure relevant to the products and any other product information that you would like us to know. We will be waiting for your reply and hope you will agree to do business with us.

Yours sincerely,