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]**

This letter has been written to your entity to know about **[NAME]** , on behalf of the **[WRITE THE TYPE OF THE ENTITY],** head of **[NAME]**

We would like to get into a business relationship with your [Write the type of the entity] if the said product is capable of fulfilling our needs.

Further, we would also like to know about all the other products that your entity is selling and would request you to also send the details of all the other products.

Any and all conditions under which your **[WRITE THE TYPE OF THE ENTITY],**enters into a business relationship are also required by us, so kindly mail them along with the product details.

We understand the benefits of getting into a business relationship with a reputed**[WRITE THE TYPE OF THE ENTITY],** like yours, and we like to tell you that we also hold a reputable position in the market and you would not feel betrayed if you eventually decide to do business with us.

If you are unsure about our entity, then we would be glad to share any necessary information with you so that it becomes clear to you whether you want to enter into a business relationship with us or not.

We are eager to do business with a reputed **[WRITE THE TYPE OF THE ENTITY],** like yours and forge a strong business bond that will be capable of lasting for a long time and would ultimately benefit both of us.

Any other information that you would like us to know, we would request you to mail the same at the **[WRITE THE TYPE OF THE ENTITY],**’s mail address, and if there is any problem regarding anything, we will revert to you.

Sincerely