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]**

We are writing in to express our business interest in your company’s products.

We are interested in your **[NAME]**. Please send us the information on this product.

It would be appreciated if can you send the brochures and price lists for the entire range of this product.

You can mail the info to this address.

**[NAMEAND ADDRESS]**

Thank you in advance and look forward to receive the requested materials from you.

Sincerely,