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 am writing on behalf of the management of **[NAME]** to make an inquiry about the travel package provided by your company.

Though your representative explained about the packages, but his explanation raised many questions about your services, and that is why I am writing this letter to you. I have found some interesting elements in your service, and I would like to know more about that.

It would be appreciated if you can send complete explanations of this package along with images and features. After going through your terms and conditions, we will decide about purchasing.

Thanking you.

Yours faithfully,