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]**

My name is **[NAME]**  senior designer at **[NAME]**. I am writing this letter to enquire the availability of the stencils, canvass and acrylic paints and their respective prices for my newly set up art gallery at **[NAME]**.  
  
I understand you have the distributorship of Faber castle and camel brands. Being distributors, I expect to have a good discount on the bulk purchase. I would also like to know if you possess the distributorship of any other brands. Please provide me a detailed list of the products related to art and painting with yourself, with their MRP rates and the discounted prices. This will be of great help to me in comparing the products and check for an economical and quality product.  
  
Opening a new gallery demands a lot of additions to give it a good presentation. I would also like to have an idea of any handmade craft work and decorative items for sale with yourself. I have a good range of artists with me who could give the best of their potential. Even a half-designed artwork will be of much worth to me, as I get that completed from my end. Kindly help me with the pricing for these as well.  
  
If I can get a cost-effective product range, I would like to buy some **[#]** units of **[#]** paint bottles, **[#]** pieces of canvass and stencils for the start. If you have any membership plan with any added benefits, I would like to know that as well.  
  
Kindly help me with the pricing and product range at the earliest. Awaiting your response.  
  
Thanking you.