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]**

To Whom This May Concern,

I have a large departmental store in **[NAME]**, and I am interested in the **[PRODUCT NAME]** you have advertised in the **[NAME]**.

Please send me a copy of your illustrated catalogue and price list. As I need this product urgently, I would appreciate for an early reply.

Yours sincerely,