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 the proprietor of **[NAME]** and am interested in the wheelchairs you have advertised in the **[NAME]**.

Please send me a copy of your current **[PRODUCT NAME]** catalogue and price list as early as possible. I am especially interested in purchasing **[#] [PRODUCT NAME]**.

Sincerely