**Business Inquiry Letter**

**To**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip-Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip-Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECT- Letter of Inquiry about Business**

**Dear Sir/ Madam,**

I am **(name of the person)** and I represent reputed organization **(name of the Organization)**. My role in that esteemed organization is **(details of the designation)** and I am writing this letter on behalf of the company. Our motive to write this letter is to inquire about the products or services which your company are selling.

With the intention of mutually collaboration, we are looking forward a strong working relationship. We have the basic information about your company and we expect to know more about your company before we finalize the collaboration. We are a software company and we are looking for a trustworthy counterpart for collaboration. We can provide various other information and details that our company holds. It will be a great help if you provide the details of your field of expertise. A little information about your work processes and business dealings will be beneficial.

We will wait for your response. We will be obliged if you co-operate and show interest in this collaboration. Thanking you in anticipation.

**Yours sincerely,**

**Name of Sender**

**Title or Organization**