Name here

**Product Inquiry Letter**

Full Address:

Street:

Postal:

**Month Date, Year**

Department:

Company Name:

Full Address:

Street:

Postal:

**SUBJECT: PRODUCT INQUIRY REGARDING**

**Dear Sir or Madam:**

Good day, I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. On the behalf of the company, I am in search of a supplier for products \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Therefore, I wish to know about its availability of stock of \_\_\_\_\_\_\_\_\_\_\_\_\_ units/pieces. I am keenly interested in knowing the cost of each product with carriage and packing.

Moreover, I am also interested in details of warranty and payment options that you can offer to my company. I would appreciate if you mention any special offer with these details. Please write back to me with details that I have asked along with other options, and alternative products.

Thank you for your time and hopefully, I shall get a call from you. We both can start a new relationship between the both companies. You are welcome to contact me for any other detail you wish to know. My contact is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am available from \_\_\_\_\_\_ till \_\_\_\_\_\_\_.

Thank you very much.

Full Name Here

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)