Formal Business Inquiry Letter Sample

Subject: Inquiry About Your Products/Services

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to inquire about your products/services. We are particularly interested in [specific product/service] and would like more information regarding pricing, availability, and delivery options.

Could you please provide detailed specifications and any catalogs or brochures that may assist us in evaluating your offerings? Additionally, we would appreciate any terms and conditions for bulk purchases.

Thank you for your prompt attention to this inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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