

Inquiry Cover Letter for Pricing and Availability

Subject: Inquiry About Pricing and Availability

Dear [Recipient Name],

I am reaching out to gather information regarding the pricing and availability of [product/service].

Specifically, I would like to know [quantities, specifications, delivery timelines, etc.].

Your prompt response with this information will be greatly appreciated as it will help me make an informed decision.

Thank you for your attention.

Best regards,

[Your Name]

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