

Formal Business Inquiry Letter

Subject: Inquiry Regarding Product Availability and Pricing

Dear [Recipient Name],

I am writing to inquire about the availability and pricing of [Product/Service] offered by your company. We are considering placing an order for [Quantity] and would like detailed information on specifications, delivery timelines, and payment terms.

Please provide your response at your earliest convenience so that we can proceed with our internal evaluation and decision-making process.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-inquiry>