

Budget Planning Inquiry

Subject: Preliminary Pricing Information for Budget Planning

Dear Sales Representative,

I hope this message finds you well. We are in the early stages of planning for our upcoming fiscal year and are gathering preliminary pricing information for budgeting purposes.

We are considering [product/service] for implementation in [timeframe]. While we are not ready to make immediate purchasing decisions, having accurate pricing information will help us allocate appropriate resources for this initiative.

Could you please provide rough estimates for:

- [Item 1]
- [Item 2]
- [Item 3]

Please note that this inquiry is for planning purposes only, and we understand that final pricing may vary based on specifications and market conditions at the time of actual purchase.

We anticipate making formal inquiries in [timeframe] and would appreciate being added to your prospect list for future communications.

Thank you for your assistance with our planning process.

Best regards,

[Your Name]

[Planning Department]

[Company Name]

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