

Business Inquiry Letter Template

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Full Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding [Specific Product/Service/Information]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Full Name], and I am [Your Position] at [Your Company Name]. I am reaching out to inquire about [specific product, service, or information] offered by [Recipient's Company Name], as we are currently exploring options that may align with our business needs.

We are particularly interested in understanding the following details:

- Specifications or Features:** Could you please provide detailed information regarding the features or specifications of [product/service]?
- Pricing and Payment Terms:** We would appreciate it if you could share pricing details, including bulk purchase discounts (if applicable), as well as your payment terms.
- Availability and Lead Time:** What is the current availability, and what are your estimated delivery timelines for orders placed within the next [timeframe, e.g., "30 days"]?
- Additional Services:** Does your company offer any after-sales support, warranties, or training programs?

If there are any brochures, catalogs, or additional resources you can share, please feel free to include them with your response. Should you require more information about our company and requirements, please do not hesitate to reach out.

We are eager to establish a productive business relationship and look forward to your prompt response. Please let me know if we can schedule a call or meeting at your earliest convenience to discuss this further.

Thank you for your time and assistance.

Sincerely,

[Your Full Name]
[Your Position]
[Your Company Name]
[Email Address]
[Phone Number]