

Example of a Polite Inquiry Letter for Product Information

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title (if known)

Company Name

Company Address

City, State ZIP Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in your company's products, specifically the **[Product Name or Category]**, which I recently came across on your website.

I would greatly appreciate it if you could provide me with detailed information regarding the following aspects:

- Features and specifications of the **[Product Name]**
- Pricing and available discounts (if any)
- Minimum order quantities and delivery timelines
- Warranty, return policy, and after-sales support
- Any additional services provided

Please let me know if you require any further details from my side. I look forward to your prompt and positive response.

Thank you very much for your time and assistance.

Sincerely,

[Your Name]