

Business Letter with Reference Sample for Product Inquiry

Below is a formal template for a business letter with a reference, specifically for inquiring about a product. Adjust the details as needed for your particular situation.

Your Company Name

Your Company Address

City, State, ZIP Code

Phone Number

Email Address

Date

Recipient Name

Recipient's Position

Supplier/Company Name

Supplier Address

City, State, ZIP Code

Subject: Product Inquiry – Reference No. [Catalog/Reference Number]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to inquire about the [Product Name] referenced as [Catalog/Reference Number] in your recent product catalog/brochure dated [Date]. We are interested in obtaining detailed information regarding the following:

- Product specifications and available models
- Current pricing and bulk order discounts
- Stock availability
- Lead time and delivery terms
- Payment terms and warranty information

We kindly request that you provide us with a formal quotation and relevant product literature. If possible, please include any additional recommended products that complement the above-referenced item.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Thank you for your prompt attention to this inquiry. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Sample Reference in Business Letter

"With reference to our telephone conversation on June 5, 2024, and your Product Catalog No. 2024-11, we would appreciate receiving a quotation for your Model X200 Smart Sensor, along with delivery terms and warranty details."