

## Formal Letter of Inquiry for Product Information (Sample)

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the [specific product name or model] produced by your esteemed company. As a representative of [your company/organization name, if applicable], I am interested in obtaining detailed information regarding this product for potential procurement purposes.

Specifically, I would appreciate it if you could provide the following information:

- Comprehensive product specifications and features
- Available models, sizes, or variations
- Current pricing and discounts for bulk purchases
- Minimum order quantities and lead times
- Warranty terms and after-sales support
- Availability of product samples for evaluation

If available, please include brochures, catalogs, or other relevant materials with your response. We are eager to evaluate the suitability of your product for our needs and are open to further discussions regarding potential business collaboration.

Thank you in advance for your prompt attention to this inquiry. I look forward to your detailed response at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]