

# Sample Inquiry Letter for Product Details and Warranty Information

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

[Recipient Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request detailed information regarding [Product Name/Model Number] as I am considering its purchase for [personal/business] use. In order to make an informed decision, I would appreciate it if you could kindly provide the following details:

- Complete product specifications and features
- Current pricing and any available offers
- Warranty coverage details, including duration, terms, and any exclusions
- Information about after-sales service and technical support
- Expected delivery timeframes and shipping options

If there are brochures, catalogs, or detailed datasheets available, I would also appreciate it if you could send those materials to me.

Thank you very much for your assistance. I look forward to your prompt response so I can proceed with my purchasing decision.

Sincerely,  
[Your Name]