

Inquiry Letter Template: Request for Product Catalog and Brochure

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

[Manufacturer's Name]
[Manufacturer's Position, if known]
[Manufacturer's Company Name]
[Manufacturer's Address]
[City, State, ZIP Code]

Subject: Request for Product Catalog and Brochure

Dear [Manufacturer's Name],

I am writing to inquire about your range of products and to request your latest product catalog and brochure. We are currently in the process of expanding our offerings and are interested in learning more about your products to evaluate potential cooperation between our companies.

Please send us your comprehensive catalogs and brochures which detail specifications, features, pricing, available models, and any other relevant information regarding your products. If available, kindly include any technical documentation or datasheets that would assist us in understanding your product range.

We would appreciate it if you could send the information via email or mail to the address provided above. Should you require any additional details or have specific questions regarding our requirements, please do not hesitate to contact me.

We look forward to your prompt response and to exploring potential business opportunities with your company.

Thank you for your attention.

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