

Sample Enquiry Letter: Request for Product Price and Features

Sender's Name

Sender's Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Position

Company Name

Company Address

City, State, ZIP Code

Dear **[Recipient's Name]**,

I am writing to enquire about one of your products, **[Product Name]**, which was recently featured on your website. I am interested in learning more about its features and would appreciate it if you could provide me with the following information:

- The latest price quotation for **[Product Name]**
- Detailed product specifications and available models
- Information regarding product availability and delivery timelines
- Details about any current discounts, promotions, or special offers
- Applicable warranty and after-sales service policies
- Payment terms and conditions

Kindly include any brochures or catalogs that provide further details about the product, if available. This information will assist us in making an informed decision regarding our potential purchase.

I would appreciate your prompt response to this enquiry. Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** should you need any additional information.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name, if applicable]