

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Subject: Business Inquiry Regarding [Product/Service/Opportunity Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company/Organization Name] to formally inquire about [specific product, service, or business opportunity] offered by your organization. My interest in your offerings was piqued following our recent correspondence on [date of previous communication] regarding [subject of previous communication], and I would appreciate additional clarification on several points.

Specifically, I would like to request the following information:

- Details regarding the specifications and pricing of [product/service].
- Information on delivery timelines and available support services.
- Any current promotional offers or partnership opportunities.

Referring to our previous discussion on [reference previous email/meeting/phone call], I would like to emphasize our continued interest in exploring a potential collaboration. We value the opportunity to build a mutually beneficial business relationship and would appreciate a prompt response to our questions to facilitate our decision-making process.

Please let me know if you require any additional information from our side. I look forward to your response and the possibility of working together.

Thank you for your attention to this matter.

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