

Sample Letter of Inquiry with Request to Schedule Product Demo Meeting

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

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

Dear [Recipient Name],

I am writing to express my interest in your product, **[Product Name]**, as introduced on your website. After reviewing the features and capabilities, I believe this solution could be of significant value to our organization and meets our current needs.

To gain a clearer understanding of its functionalities and how best it aligns with our requirements, I kindly request the opportunity to schedule a product demonstration. Please let me know your availability for a demo meeting, as well as any dates and times that work best for your team. I am flexible and willing to accommodate your schedule to ensure a productive session.

The purpose of this demo would be to explore the key features, evaluate potential integration with our existing systems, and address any preliminary questions we may have. We are eager to learn how **[Product Name]** can support our objectives and foster a potential collaboration.

Thank you for your attention to this inquiry. I look forward to your response and to arranging a suitable time for the product demonstration.

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