

Business Enquiry Letter Sample

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Position, if known]

[Supplier's Company Name]

[Supplier's Address]

Subject: Enquiry for Product Availability, Quantity, and Delivery Details

Dear [Supplier's Name],

We are interested in procuring the following products from your esteemed company and would appreciate your detailed quotation at your earliest convenience:

- **Product Name/Description:** [Insert product name or description]
- **Required Quantity:** [Specify the quantity required]
- **Packaging Preferences:** [State preferred packaging, if any]
- **Delivery Location:** [Provide the full delivery address or location]
- **Expected Delivery Timeline:** [State your preferred or required delivery date(s)]

Kindly provide us with the following additional information:

- Product availability and lead time
- Unit pricing and total cost (including applicable taxes)
- Shipping charges and available delivery options
- Payment terms and conditions
- Any discounts for bulk or repeat orders

Please let us know if you require further clarification regarding our enquiry or specific requirements. We look forward to your prompt and detailed response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information: email, phone, etc.]