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Sample email for inquiry about product

A letter of inquiry asks someone for specific information. In some cases, such as a request for promotional material, the recipient will have a clear interest in responding to your letter. In other cases, such as a request for specific information on a product, the recipient may or may not be as motivated to respond quickly. Consequently, always make the tone of the letter friendly and make it easy for the recipient to identify and provide the information you need. Format of a Letter of Inquiry Follow this format in writing a letter of inquiry: In the first paragraph, identify yourself and, if appropriate, your position, and your institution or firm. In the second paragraph, briefly explain why you are writing and how you will use the requested information. Offer to keep the response confidential if such an offer seems reasonable. List the specific information you need. You can phrase your requests as questions or as a list of specific items of information. In either case, make each item clear and discrete. Conclude your letter by offering your reader some incentive for responding. The following letter of inquiry is written by a computer programmer requesting specific information about an upcoming release of a software product. ## Letters of Inquiry ## [Home | Table of Contents | Writing Timeline | Index | Help | Credits] All Letters » Business Letter » Business Inquiry Letter Sample I am writing to inquire about the availability of [product name]. I have seen the product details on your [website] and I'm very interested in buying one. I appreciate if you can send me samples so I can test before taking a decision. I have confidence in your commitment to quality but part of our procurement process is to test before any purchase. I also appreciate if you could send me the price of one unit as well as discounts on bulk orders. I need to take a decision in the coming few days so it's really very important that I receive this information as soon as possible. Awaiting your reply. Best Regards I came to know from some trusted sources of your possession of some high quality [product name] and would very much like to learn more about it. I would appreciate if you can send any information that could help me in my selection process. Please elaborate on the various options along with the different prices, discounts, and availability. I also need to know if you offer extended warranty. Please call me if you have any questions or need to know more about our requirements. Looking forward to hearing from you. Best Regards My name is [X] and I'm the [production manager] at [company name]. I am looking for a supplier for [product name]. I want to know whether you have it available and if so, how much it would cost. Also, I would like to inquire about the extended warranty and credit payment options. Please revert back to me with all relevant information, options, and suitable alternatives. Thank you very much. Best Regards My name is [X] and I 'm contacting you on behalf of [company name]. I would like to inquire about one of your products, [product name]. I would like to have an idea about the different models, features, and options. Also please tell me about the available colors, prices, bulk order discounts, warranty, delivery, and credit payment option. I appreciate if you could also enlighten me on the other alternatives that might also suit our needs. I look forward to your response. Best Regards I am very interested to learn more about your products especially the [product name]. [List there your requirements and what exactly you expect from the product]. I would appreciate if you could send me information about the same including prices, colors, availability, delivery, and discounts. Also, I would like to inquire about the possibility of a trial period before making any commitments. Please get back to me with all required information. Thank you very much. Best Regards My name is [X] and I am the [production manager] at [company name]. I would like to inquire about the exact type of services that your company provides. As I understood from your [website/brochure], you specialize in [.....]. We are specifically looking for [your requirement goes here] and would like to know how you can help us in achieving our target. If you need additional information regarding our requirements, please contact me. I also welcome a meeting to discuss a potential association with you. Thank you for your time. Best Regards My name is [X] and I'm the [production manager] at [company name]. I came across your organization while searching for companies that provide [service type or name]. We are in the process of [extending our infrastructure, improving our services, etc...] and would like to explore a possible cooperation with you. [Explain in details your requirements and what you expect from them]. I appreciate if you could share with me your past experience in similar projects and explain how you can possibly help us in achieving this goal. Please contact me if you have further questions. Looking forward to doing business together. Best Regards During my search for the leading [construction] companies in the [Brooklyn] area, I came across your contact details. We are looking for someone who can [your requirement goes here] and would like to know how you can help us in this regards. We are looking for a long term partnership and not a one-time service. I appreciate if you could share your relevant expertise and notable references. I look forward to your response and hope that we can do business together. Best Regards I am writing to inquire about [service name]. I am the [head of marketing] at [company name] and I am looking for [your requirement]. We are interested in your services and would like to know more about what you offer and in what ways you can benefit us. I would like you to propose your visualization to the most suitable solution for the requirement above. Please indicate the scope of work and cost approximation if possible. Any additional information in this context will be much appreciated. I look forward to your response and hope we can cooperate together. Best Regards I came across your website during my search for companies that provide [service name or type] in [city name]. Our company is one of the leaders in [industry name] and would like to [state your requirements here]. I appreciate if you can explain to me the scope of your work, pricing, and the implementation plan. Thank you for your time. Best Regards I am wondering whether your company is in need of a professional and highly motivated [software engineer]. I would be very interested in a position that allows me to showcase my skills and abilities and make use of my substantial experience. I have a sense of creativity and a strong drive for innovative ideas. I am very disciplined and well organized, but at the same time I can quickly identify situations that require unorthodox and out of the box thinking. I am confident that I will be a great addition to your team. I would love to discuss my vision and possible contribution in a job interview. I have enclosed my resume for your review and consideration. Looking forward to meeting you. I am writing to inquire about job vacancies in your esteemed company in the capacity of [software engineer]. I'm very motivated and ambitious and looking for a chance to exploit my experience and skills to the maximum. I hold a [BS degree] in [computer science] from [college name] and have worked for more than [five] years as a [software engineer]. [List additional qualifications. Talk about your past achievements, accomplishments, and your plans for your future employer]. I really believe I can make a difference and induce momentum into your team. I'm confident of my abilities and I can already visualize my contribution to the success of your organization. You can find more about me and my qualifications in the enclosed resume. Hope to meet you soon. Best Regards My name is [X], [software engineer] with [five] years of experience. I would like to inquire about job opportunities in your organization that match my qualifications. [Talk here about yourself, achievements, accomplishments, improvements you can make, etc...]. I am sure that with my education, knowledge, and hands on experience I can be of great value to you. I welcome an opportunity to meet and discuss my possible contribution to your success. Enclosed is a copy of my resume for your review and consideration. Thank you very much for your time. Best Regards I'm looking for career opportunities in the field of [marketing] and I would like to know if you have a job vacancy for a [marketing specialist]. I'm an energetic, hardworking, committed, and dedicated professional with excellent organization and communication skills. Highlights of my skills and qualifications include: 1) Qualification 1 2) Qualification 2 3) Qualification 3 4) Qualification 4 I am interested to discuss my capabilities in a job or phone interview and explain how you can benefit from my services. For the time being, I appreciate if you could take a look at my resume, which I enclosed with this email. Thank you for your time and hope to meet you soon. Are you in need of a professional [programmer] who is: 1) Results oriented? 2) Team player? 3) Well organized and systematic yet creative? 4) If your response was affirmative yes, then I am the right person for the job. I have a [BS degree] in [computer science] and more than [five] years of experience as a [programmer]. Please take a look at my attached resume for the full spectrum of skills and qualities that I can add to your team. I look forward to meeting you and to discuss such an opportunity in details. Thank you for your time. I am writing on behalf of [your company name], which is a company specialized in [industry or specialization]. I was able to locate your company through [internet, newspaper, etc...] and I am very much interested in learning more about the services you provide. I would greatly appreciate if you can [send | email] me a detailed list of your services and their associated prices. Thank you for your prompt response. I would like learn more about [product or service name]. Could you please send me more details including specifications, possible options, availability and prices at the earliest? Thank you for your prompt response. I am writing on behalf of [your company name], which is a company specialized in [industry or specialization]. I was able to locate your company through [internet, newspaper, etc...] and would appreciate if you can [send or email] me a detailed [catalog or brochure] of your [products | services] products and services]. Thank you for your prompt response. Inquiry means to ask for information. In response to the inquiry sometimes we have to write a thanking letter or note for their inquiry after meeting the sender's request. The thanking letter for an inquiry is the first impression on a customer or an individual.How to write a good thanking letter for an inquiryStart the letter with a thank you!You must provide the answer to the request.You should also tell the reader that you are interested in giving extra detailsExpress a willingness to provide further informationYou must understand the request preciselyYour reply must be as soon as possibleThe response must be not so lengthy That's why it is vital to write an inquiry response nicely. If you have doubts and confusion in framing a response for an inquiry then take a long deep breath because here we have some samples for you to use. Thank For an Inquiry Letter & Email TemplatesSample 1Dear sir,Thank you for your inquiry regarding our product and services. According to your inquiry, we have enclosed the entire catalog of all our items that are to be sent after two days. It is the list of everything currently we are making in our bakery. We have also attached a new price list of all the items with special discounts for you. Our range does change with taste and preference. You can add items according to the taste of your guests. In addition to this, the purchased items will be delivered free of charge anywhere in the city. We hope that the details mentioned are useful for you. Please do contact us if you have additional queries. Thanks again!Best regards,"Company Name" Sample 2Dear sir,It was a pleasure to receive an inquiry about the product of our new venture. In response to your inquiry, please find the attached list of our products in which we are dealing with. A separate list of prices is also attached to the item we are manufacturing. We also offer huge discounts on special occasions. We also provide the facilities of stitching and alteration. You can also avail of a new service for delivering your package. I hope you are satisfied with the above information.In case you would like to have more information, we are happy to arrange a call for further queries.Best regards,The closet Sample 3Dear sir,We truly appreciate your letter asking for information about our services. Our event management team basically deals with everything related to an event. It includes; catering, decoration, hotel bookings, party venue bookings, games, return gifts, salon bookings, photography, wedding or pre-wedding shoots, and many more things. We also deal with destination weddings and theme parties. If you are interested in any of these things then we can send you our catalog of that event with their prices and photographs. Hopefully, the information is sufficient for you.We also look forward to welcoming you to our office for a better understanding between us. Thank you once again!Best regards,"Company Name" Sample 4Dear sir,I thank you for your call requesting information about our online yoga classes. The classes will be scheduled for next week. The first two days of the session will be introductory classes for 40 minutes. From the next five days, proper yoga training will get started. The session will be continued for 90 days which will cost \$4500 only. If you want to pay in installments then you have to pay \$1800 every month. For a better experience, you need a properly ventilated room, yoga mat, and of course a good internet connection. I hope you are satisfied with the mentioned information.If you have any further queries, please do not hesitate to contact us. Best regards,Fitness first Sample 5Dear sir,We thank you for your interest in our camping tents. I have attached a product line brochure with all our models and new prices. As our prices are a little higher than others but we are offering superior quality and durability that they are the overwhelming choice of all the people. It is water-resistant and you can not feel suffocated. Our record speaks for itself; we have never had a tent returned by an unsatisfied customer. If you are interested and want in bulk then you can also avail of special discounts.Thank you for your time and consideration. I look forward to hearing from you soon. If you require further information, feel free to call us on 5555555555Best regardsAdventures freak Sample 6Dear sir, It was a pleasure to receive an inquiry about the car of our company. As you want to know about a petrol car then we have ABC which you can have on your budget. It has a 1.2 L four-cylinder engine with a displacement of 84 bhp which is higher than the other company's model. The sound of the engine is very low and it is also available in 6 speed, automatic and manual transmission which gives you a good fuel efficiency of 24 kmpl.It also has better ground clearance which helps you to ride on any type of road. This is a total family budget car which is available in five variant colors. In addition to that, we can also offer you different accessories.I hope you are satisfied with the details above. For further queries, you can contact on 5555555555Best regardsXYZ Sample 7Dear sir,Thank you for your inquiry regarding the bike of our company. We can offer you three bikes for your budget but ABC is the best of them which you can have. It has a 150cc engine with a fuel efficiency of 54kmpl, safety features like ABS, and dual disc brakes. You can get three colors of choice. We hope that the details mentioned above are useful to you.If you have any other queries and want more details, we are always ready to help.Best regards,XYZSimilar Posts:Letter of inquiry about protecting environment- Sample TemplateLetter of inquiry for event- Sample TemplateInquiry Letter for real estate- 4 TemplateLetter of inquiry for team building- 4 TemplateInquiry Letter for the Price Quotation- 4 Templates

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