Sample enquiry letter for purchasing laptop

Subject: enquiring about laptops; reg

Respected sir/Madam

Iam suraj writing this letter to you to enquire about DELL laptop. Iam planning to purchase DELL Laptops for a business purpose .I am running a media and advertising firm. I require laptops with good graphic features and my budget for 20 laptops is 6 lakh. I would like to buy laptops which are portable light weight, 8GB Ram and it must suit our budget.

I would like to know the details of all the available laptops with all these features. If DELL laptops doesn’t suit my budget then I would prefer to buy any other brand that suits the budget.

So please explain to me more about the available laptops and its features so that I could purchase at the earliest .Please contact me to the above given mobile number and you can also email me at [suraj111@gmail.com](mailto:suraj111@gmail.com).

Thank you.

Yours faithfully

Suraj

Director