

Format of an Enquiry Letter

[Sender's Address]

[Date]

[Receiver's Address]

[Subject]

[Salutation]

[Body]

[Yours sincerely]

[Name]

[Designation]

Sample Enquiry Letter 1 – Business Enquiry for Bulk Purchase of Materials

89B, Shamma Cottage,

Karaikudi,

Tamil Nadu-630202

2nd January 2022

To,

The Manager,

Suraj Cloth Organisation,

Katargam,

Surat – 395003

Subject: Bulk Purchase of Fabrics

Sir / Ma'am,

I am writing this letter as I have the intention to buy cloth materials in bulk. I came across your store and have told your supply manager about it.

I own a boutique that sells tailored wear and need the right materials for a sari, salwar suits, and lehenga.

I'm looking for a crepe, georgette, double georgette, linen, cotton, cotton floss, jute, brass floss, and chiffon materials. I would appreciate it if you could send us the colors and patterns available in these categories and their prices.

Once we see the different patterns and colors, we'll let you know what you can send us a sample of. If you have any queries about the points mentioned in the letter, feel free to contact me.

Thank you,

Yours sincerely,

Signature

ANIRBAN ROY

Sample Enquiry Letter 2 – Job Information

142 C, Blue Bird Apartments,

Firefly Lane,

Adugodi,

Bangalore – 560027

5 January 2022

To,

The HR Manager,

Ellem Academy.

Whitefield,

Bangalore – 560066

Subject: Enquiry for English Instructor Position

Sir / Ma'am,

See my dated email 28 December 2021; I would like to ask about the vacancy of English teachers at your esteemed educational institution.

I finished studying at graduate school in English. I teach English and have 2 years of experience working as an English trainer.

I was looking for an opportunity to work with an organization like yours to educate students in collaboration with various institutions. I would like to know more about the position and other related matters. Send me a pamphlet to find out more about your organization and activities.

I look forward to hearing from you soon. I have included a copy of my updated resume for your browsing.

Thanking you,

Yours sincerely,

Signature

RAVICHANDRAN JADEJA

Sample Enquiry Letter 3 – Return and Exchange or Damaged Product
Aniruddha322@gmail.com

Subject: Return and Exchange Procedure Request

Sir/Ma'am,

I am Rachel Green, from Tailor Man Clothing Product company. I ordered 100 suits on July 2, 2022, and received them today (August 1, 2022). I found that item numbers 24, 27, 54, 72, 89, and 93 were damaged upon examination. Please tell me the procedure

for return or exchange. We will need the suits for next week's event, so we would appreciate it if you could revert the details as soon as possible. So, that we can start the return process as soon as possible.

Thank you,

Yours sincerely,

RACHEL GREEN

Purchaser

Tailor man Clothing Company

Contact: 017-59623443

Sample Enquiry Letter 4 – By a parent to Dean asking for information on a course

302, Hi Life Apartments

Malado, Mumbai.

Date – October 12, 2022

To,

The Dean,
Mass Communication Research Institute,
Delhi University,
New Delhi – 45

Subject: Enquiry about a bachelor's degree in the media.

Dear Sir/Ma'am,

I am Mrs. Gupta mother of Suryansh Gupta. My son is studying in class XII and wants to study the media. So I'm writing to ask about the course in question. Please let me know the details regarding Course content, study period, fee structure, and admission requirements.

I would like to know about the admission procedure and information about hostel availability. Also, I would like to know what kind of internship opportunities are open to my son after completing the course.

Thanking You,

Yours Sincerely,

Mrs. Gupta

Phone Number – 897989XXXX

FAQs on Enquiry Letter

Question 1. How to write an enquiry letter?

Answer. When creating a request letter, you must follow the formal letter format. Please provide all the necessary information about the product or service you would like to contact. List all the details you would like to know about a product or service. Enter your address/contact details so that the letter/email recipient can reply with the details.

Question 2. How do I end the enquiry letter that I am writing?

Answer. You can end the request letter with “Thank you”, “We look forward to hearing from you”, etc.

Question 3. How do I get an enquiry email?

Answer. inquiry emails can be started with a salute. Then we will write the body of the email. Here, we will first introduce who you are and then explain the purpose of the email.

Quotation Letter Format

Sender’s address

Date: (dd/mm/yyyy)

Receiver’s address

Subject:

Salutation

Body of the letter

Thank you.

Yours sincerely/faithfully/truly

Sender’s name

Contact information

Attachments: (if any)

Sample Letter 1 – Requesting a Quotation Letter with Product Details

Sudha Holdings

Art Life Business Park

Business Road

Ahmedabad

Date: 15/03/2022

To,

Supply Manager

Success Holdings

Mark Business City

Ahmedabad

Subject: Enquiry about the material of products

Dear Sir/Ma'am,

I am Krishna Das, supply manager of Sudha holdings. I am writing this letter to know about the cloth material services offered by your organization. We are one of the leading clothing companies in the city. We work for many prominent customers in the industry and are keen

to expand. We would like to see the quotation for the materials supplied by you.

In our office, around 16 workstations are available for production. Please provide the quotation as per the above-mentioned number. We expect excellent quality of service and excellent customer care facilities. Any interruption in your service will impact our business, reputation and goodwill. So, we are very disciplined towards our work. I have attached a list that comprises our requirements for the material. Kindly check the list attached and let us know if you can meet our needs.

As your company is a reputed company, your packages might be competitively priced. After deciding the price factor, you can send your representative to our company to finalize the deal with us. Please contact the provided number or email in case of any query.

We would appreciate an early response from you.

Looking forward to expanding our business with you.

Thank you.

Yours sincerely,

Krishna Das

Contact number: 7727272763822

Email: Sudha@holdings

Attachments:

- Requirement list
- Production capacity chart

Sample Letter 2 – Responding to a request for a Quotation Letter

Success Holdings

Mark Business City

Ahmedabad

25/03/2022

To,

Krishna Das

Supply Manager

Sudha Holdings

Art Life Business Park

Business Road

Ahmedabad

Subject: Reply to your request for a quotation letter dated 15/03/2022

Dear Sir,

I am Ritika Sood, supply manager at success holdings. I would like to thank you for your letter. We appreciate your interest in taking up a deal with our clothing holding.

I would like to point out that we provide clothing materials specialised in linen and satin base, which are among the best available in the market. Our materials are ecologically safe and biodegradable. We also are working on providing a cotton base, which may require nearly 4 weeks from now.

Given below are details regarding the various materials for your reference. We have also given the price details for cotton base products if you would like to have a look at those.

(A table showing full details of the product should be attached here by the supplier)

Please contact the provided number or email in case of any query. Looking forward to expanding my business with you.

Thank you.

Regards,

Ritika Sood

Contact number: 993387378282

Mail: success@holding

FAQs about Quotation Letter Format

Question 1. What is a quotation letter?

Answer. A quotation letter is a formal letter written to quote the price of a particular product/service by the seller/service provider to the customer. A quotation letter can be used to evaluate the approximate cost and expenditure involved in the purchase of an item and also for reimbursement provided by the company/service provider for a particular product or service.

Question 2. Is a quotation letter essential from the supplier's point of view?

Answer. Sellers/suppliers often use quotation letters to present their products or services to potential buyers/customers. It is used by business organizations while buying any products or goods. It keeps track of all the transactions regarding the requested services or goods between the seller and buyer.

Sample Quotation Letter – Requesting for a Quotation Letter with the Fee Details of Various Courses

25 B, Pavilion Apartments

Anna Nagar

Chennai – 600023

21st August, 2021

The Managing Director

VITA Training Academy

39, Alangad Census Town

Paravur, Ernakulam – 683513

Subject: Enquiry about Selenium Automation with Java/Python and Selenium with Appium courses

Respected Sir/Ma'am,

I have been working as a Manual Tester for four years. I am looking for short-term certificate courses to upskill myself and to suit the growing needs of my company. I came across your institute and found it to be highly promising and efficient.

I would like to know the details about the fees and duration of the Selenium Automation with Java/Python and Selenium with Appium courses. It would be highly appreciated if you could provide me with a quotation of the fees applicable for each of the courses as I have to submit it to the management. Also, if there are other Automation courses that would be suitable, please let me know.

I request you to kindly send me the quotation letter as soon as possible so that I can start taking classes soon.

Thanking you

Yours faithfully,

Signature

SHANU SHYAM

Sample Quotation Letter – Responding to the Request for a Quotation Letter

VITA Training Academy

39, Alangad Census Town

Paravur, Ernakulam – 683513

23rd August, 2021

Mr. Shanu Shyam
25 B, Pavilion Apartments
Anna Nagar
Chennai – 600023

Subject: Reply to your request for quotation letter dated 21/08/2021

Dear Sir,

Thank you for your letter. We appreciate your interest in taking up certificate courses at our training centre.

We would like to point out that we offer hands-on training for all IT related courses. You will also be required to work on a real-time project for the successful completion of the course.

Given below are details regarding the various courses for your reference. We have also given the fee details for other courses related to Selenium automation.

S. No.	Course	Duration	Fee (INR)
1.	Selenium with Java	40 hours	12000
2.	Selenium with Python	45 hours	15000
3.	Selenium with Appium	40 hours	18000
4.	Selenium with Rest API	50 hours	20000

Please feel free to contact us in case of any doubts or queries.

Yours faithfully,

Signature of the Managing Director

VIVIN CHRISTO

Managing Director, VITA Training Academy

Contact number: 99999

Email id : name.name123@email.com

Sample Quotation Email Format – Requesting a Quotation for the Bulk Purchase of Products

Recipient's email id: name.256@email.com

Subject: Request for a Quotation for the Bulk Purchase of Products

Dear Sir/Ma'am,

Following our discussions with your Sales and Marketing Manager, we are pleased to inform you that we would like to purchase the following products from your company.

S. No.	Product	Required Specifications	Quantity
1.	Dell Inspiron 14 2-in-1 Laptop	11th Generation Intel Core i3-1125G4 Processor (8MB Cache, up to 3.7GHz)	25
2.	HP Chromebook MediaTek Kompanio 500	4 GB/64 GB EMMC Storage/Chrome OS 11.6 inch	40
3.	IdeaPad Slim 3i	10th Generation Intel Core i3, 256 GB M.2 2242 SSD, 15.6 inch	45
4.	ASUS ZenBook 14	Intel Core i5-1135G7 11th Generation, 14-inch	25

We would be open to having a deal as we would like to buy these products in large quantities, if you have offers on bulk purchases. Kindly send us a quotation for the above-mentioned products so we can discuss and proceed with the order. Hope and trust that you will quote the most favourable terms and prices. We expect a reply from you by the 15th of January, 2022.

Please feel free to reach out to us in case you require any further clarifications. Looking forward to hearing from you.

Thank you very much

Sincerely,

STANLEY GEORGE

Contact number: 99999

Email id : name.name@email.com

Sample Quotation Mail – Request for Information Regarding the Availability and Cost of Products

Receiver's mail address: name.name1@email.com

Subject: Request for a Quotation

Dear Sir/Ma'am,

I am Sachin, the Marketing Executive of AND Clothing Pvt. Ltd. I am writing to request you a quotation for the following fabrics.

S.No	Fabric	Colours	Required (Mts)
1.	Georgette	Maroon, Teal Green, Purple, Black	200
2.	Double Georgette	Grape Vine, Lime Green, Turquoise Blue	350
3.	Satin	Red, Blue, Pink, Pista Green	100
4.	Crepe	Printed (Assorted Colours)	500
5.	Silk Cotton	Red, Royal Blue, Green, Magenta, Yellow	250
6.	Cotton	Printed (Assorted Colours)	500

Kindly confirm if these products are available and also send us the per metre cost and the discounted wholesale price for the above-mentioned fabrics, including the shipping cost. We expect a reply within a week.

Feel free to call or write to us in case of any queries or clarifications. Looking forward to hearing from you.

Thank you for your time.

Sincerely,

ANUPAMA SRINIVASAN

Contact Number: 12345

Email id : name.name123@email.com

Innovative Assistant Professor with a proven track record in implementing technology-based curriculum delivery and assessment tools. Dedicated to fostering academic development and ensuring student success. Passionate about creating an engaging and inclusive learning environment that promotes critical thinking and problem-solving skills. Committed to staying current with the latest educational trends and integrating them into the classroom to enhance student learning outcomes.

- Highly motivated
- Sincere
- Hardworking
- Honest
- Able to manage time and resources
- Teamwork and coordination to maximize productivity
- Comprehensive problem solving
- Decision making and convincing abilities
- Self confidence
- Politeness
- Attentive
- Optimist
- Determined
- Problem-solving abilities
- Reliability
- Effective Communication
- Interpersonal Skills
- Goal Setting
- Decision-Making
- Professionalism
- Self Motivation
- Time management abilities
- Continuous Improvement
- Analytical Skills