**[Your Name]**

**[Your Company Name]**

**[Your Company Address]**

**[City, State, Pin Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**[Recipient's Name]**

**[Recipient's Designation]**

**[Company Name]**

**[Company Address]**

**[City, State, Pin Code]**

**Dear [Recipient's Full Name along with title],**

**Subject: Inquiry Regarding [Specific Product/Service]**

**I trust this letter finds you well. I am writing on behalf of [Your Company Name], a [brief description of your company and its nature of business].**

**We are currently in the process of [expanding our product range/upgrading our services] and have been conducting thorough market research to identify potential suppliers. In this regard, I came across your esteemed company, [Recipient's Company Name], and was impressed by your reputation for [quality products/excellent services].**

**We are particularly interested in your [specific product/service] and would appreciate more information regarding the following:**

**1. Pricing details, including any bulk purchase discounts available.**

**2. Minimum order quantity and terms of payment.**

**3. Delivery timelines and shipping costs to [your location].**

**4. Any product/service customization options available.**

**Additionally, if you have a catalogue or brochure showcasing your offerings, we would be grateful if you could forward it along with the requested information.**

**Our company is known for its commitment to quality and timely delivery, and we believe that a partnership with [Recipient's Company Name] could be mutually beneficial.**

**Thank you for considering our inquiry. We look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.**

**Yours sincerely,**

**[Signature]**

**[Name and Designation]**