Reference on top right

Enquiry: i am writing to to inquire about

Apology: i apologize

Confirmation:

Request: It is requested

You will be pleased to know

Opening of inquiry letter

- We saw you products demonstrated on the website

- Will you send your catalogue with prices

- Will you please send us the price quotes for the article number

- We would appreciate a sample of

We hope to hear from you shortly

We are expecting to hear from you