

# Letters of Inquiry

---

Business Communication Unit

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura

# Types of Letters

---

- Letters of Inquiry
- Letters of Request
- Letters of Complaint
- Letters of Apology
- Letters of Appreciation
- Cover Letters



# Why?

---

A letter of inquiry is sent to a person or a company when we need more information about a product or service which is offered by that person or company.

# Tips to write a letter of inquiry

- Letter of Inquiry must contain all the aspects of the enquiring item.
- ~~Start your letter by mentioning who you are, and stating your status or position.~~
- You must mention clearly, what it is that you are inquiring about and what you would like the recipient of your letter to do.
- Add the subject of the letter precisely to give some idea of what will be discussed in the letter.
- It should be written concisely and clearly.
- Include the date by which you need the information / services, etc. that you are requesting, and mention that you are waiting for the reader's response.
- Thank the person for his/her time.



# *Basic Elements of a Business Letter*

- Sender's address
- Date of writing
- Receiver's name and address
- Salutation
- Subject
- Message or the body of the letter
- Closing
- Thank you
- Complementary close
- Sender's signature
- Sender's name and title



# 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.
- List the specific information you need. You can phrase your inquiries 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.



Dear Sir/Madam

**Business inquiry for bulk purchase of fabrics**

I am writing in regard to our intention to buy clothing materials in bulk. I came across your store, and we had a conversation with your supply manager in this regard.

---

I own a boutique that sells customized clothing, and I am in need of materials that would be suitable for sarees, salwar suits and lehengas. I am looking for crepe, georgette, double georgette, linen, cotton, silk cotton, jute, brasso silk, and chiffon materials. It would be a great help if you could send me the colours and patterns available in these categories and also the pricing details for each. I would also like to know if it is possible for you to customize colours and patterns for me.

Once I have a look at the different patterns and colours you have, I will let you know the ones for which you can send me samples. I will meet you in person to discuss the final pricing and the quantity of different fabrics I need. Feel free to contact me in case of any questions.

Thank you

Yours faithfully

Adapted from: <https://byjus.com/english/enquiry-letter/>

Dear Sir/Madam

**Inquiry about Organic Products**

Firstly, we would like to congratulate on the opening of your new business venture. We are sure that you will discover long periods of achievement and will establish your firm with plenty of organic specialties.

---

Further, many of my clients are now asking organically grown produce be used in the dishes we prepare in our restaurant. To fulfill the need of my customer, we would like to inquire about your range of organic products that you produced with a price list to understand it thoroughly before making an order.

We hope that we will develop a good working relationship in the future. We would appreciate having a visit from your company Executive to our office to discuss this all. Let me know about the visit prior, so that we can see our engagement and make sure you are warmly welcomed and showed around our premises by our highly trained staff.

Looking forward to hearing from you at the earliest.

Adapted from: <https://www.hrhelpboard.com/contract-letters/inquiry-letter.htm>



# Reference

---

- <https://www.aplustopper.com/enquiry-letter/>