Mr. Anjum  
Procurement Manager BPL  
Badami Bagh  
Lahore   
  
3rd June, 2022   
  
Mr. Ali  
Directorate Salam Distributors  
Plot No. 206  
Shahrah - e - Iqbal  
Lahore   
  
Subject: Inquiry about purchasing new printing machines   
  
Dear Sir,   
  
Hope you are doing fine, I am writing this letter to your organization to inform you that our company is in the need of two new printing machines which we wanted to buy from your organization, as two of the printing machines currently used at (BPL) have to be replaced due to wear and tear.   
  
Hence, I would like to arrange a proper inquiry about different kinds and qualities of printing machines with their reduced cost, performance and also about the possibility of exchanging the old machines used at present with the new machines.   
  
Since Salam Distributors are well known in supplying good quality mechanical equipment and you have very good customer reviews. I want to request you to kindly provide me with the complete list of printing machines currently available at your company for selling or trading purpose with the specifications like:   
  
• Operational Efficiency  
• Capacity  
• Availability of options   
  
I would like to know your terms and conditions if any regarding this purchase plan. Kindly acknowledge me by giving me the details mentioned above at your earliest, so that we can further continue with our purchase plan without any delay.   
  
And if you need any other information, please contact us through (rafay@gmail.com)   
  
Looking forward to your response.

Regards

Mr. Anjum

Procurement Manager BPL