

[Your Name]
[Your Position]
[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address Line 1]
[Company Address Line 2]

SUBJECT: BUSINESS INQUIRY REGARDING [SUBJECT/TOPIC]

Dear [Recipient's Name],

I am writing to inquire about [specific product, service, or information]. Our company, [Your Company Name], is interested in learning more about [brief description].

Could you please provide details regarding [specific questions or requirements]? We are particularly interested in [mention any points of emphasis].

Please let us know about your terms, pricing, and any additional information that might be relevant for this inquiry.

Thank you for your attention. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]