

# Business Letter For Job Inquiry

Date: \_\_\_\_\_

From,

To,

Subject: Business Inquiry

Dear Mr./Ms.,

I am writing this letter to congratulate you on your new business venture. I believe that you can achieve towering levels of success, having discovered your niche in the local market.

I hope that a good working relationship develops between us in the future. Also, I would very much appreciate it if a representative from your company will pay us a visit to further discuss this amazing business venture. Please let me know when it will be possible for such a visit to take place. I will make sure that our highly trained staff will give you a warm welcome and a quick tour of our premises.

Thank you very much.

Sincerely,

[Your Name and Signature]