

Business Letter Reply For Inquiry

To,

From:

Date _____

Dear Mr. /Ms _____,

We want to enquire from you whether you can send us your company catalogue which has details of all the products you manufacture. We can check and let you know if there is any product which will suit our requirement. We have a huge requirement and hope you will be able to meet our demands. We are in search of latest, sturdy and durable products.

We shall place an order if we find the same with you. We also have a need for replacement of(mention product) in our office. If you can offer discount on the products you replace, we would like to go ahead with you.

Your company has reputation in the industry and we are sure you can deliver products of high standards. We can discuss the pricing in our next meeting.

We look forward to hear from you at the earliest

Yours Sincerely,
(Your name)