

Business Letter For Inquiry

To
Address

Dear Kenneth,

With reference to our telephonic conversation, we are writing to enquire whether your company can send us the catalogue for the latest types of slab casting machines. We would like to see which type will suite our organization.

If we found any specific machines design and features then we are looking forward to purchase the same from you. We have some outdated slab casting machines at our factory side which are still in working position can you give us some discount in replacement of this machines. On the receipt of the information we would place order for your machines.

Please send your representative at our factory side to check out the place where these machines would be placed & to check out the out dated machines. Please send us the detailed catalogue of the machines with the price list. We hope to hear from you soon.

Yours Sincerely,
XYZ
(Marketing Manager)