

Business Letter For Inquiry

To
Address

Dear Mr. ABC,

This is with reference to our telephonic conversation last week. We had discussed on various equipment which your company manufactures. Now we are writing to you to know if your company can send a catalogue with details of latest equipment.

We want to see which ones will suit the requirement of our organization. We have a huge requirement in our company and we also want to know whether you will be able to meet our necessities within the stipulated time.

In case we find a suitable design and features of the equipment, we look forward to place an order with you. We have some machines which are outdated and need replacement immediately. We would also like to know whether you can offer discount on the replacements of this equipment.

We shall discuss all the matters after you send your catalogue.

We look forward to hear from you

Yours Sincerely,

XYZ