

Writing an Inquiry Letter

Definition:

- ❖ An inquiry letter is a type of business correspondence used to request information or to clarify details about products, services, or other matters.
- ❖ Writing an effective inquiry letter is essential for obtaining the needed information and establishing a professional relationship.

A. Purpose of an Inquiry Letter

Request Information:

To ask for specific details about products, services, or other business-related matters.

Clarify Details:

To seek clarification on ambiguous or incomplete information.

Initiate Business Relationships:

To establish contact with potential suppliers, partners, or clients.

Seek Opportunities:

To inquire about job openings, collaboration opportunities, or business ventures.

B. Structure of an Inquiry Letter

1. Sender's Information

Placement: Top of the letter.

Content: Include your name, title, company, address, phone number, and email.

2. Date

Placement: Below the sender's information.

Content: Write the date the letter is being sent.

3. Recipient's Information

Placement: Below the date.

Content: Include the recipient's name, title, company, and address.

4. Salutation/Greeting

Placement: Below the recipient's information.

Content: Use a formal salutation, such as "Dear Mr./Ms. [Last Name]",

5. Subject Line

Optional but recommended for clarity.

Placement: Below the salutation.

Content: A brief statement indicating the letter's

6. Introduction

Purpose: Introduce yourself and the reason for writing.

Content: Clearly state your purpose in the first paragraph.

Example: “I am writing to inquire about the availability and pricing of your new product, the XYZ Model 123”.

7. Body

Purpose: Provide specific details about your inquiry.

Content: Use clear and concise language to outline your questions or the information you seek. If you have multiple questions, consider using bullet points or numbered lists for clarity.

Example: Could you please provide the following information:

1. Detailed product specifications.
2. Pricing information for bulk orders.
3. Availability and delivery times.
4. Any applicable discounts for large purchases.

8. Conclusion

Purpose: Summarize your request and indicate the next steps.

Content: Express appreciation for the recipient's time and indicate how and when you expect to receive the information.

Example: "Thank you for your assistance with this matter. I look forward to your prompt response".

9. Complimentary Close

Purpose: Provide a polite and respectful way to end the letter.

Content: Use a formal closing, such as “Sincerely”, followed by your name and title.

10. Signature

Placement: Below the complimentary close.

Content: Include your handwritten signature (for printed letters) above your typed name and title.

11. Enclosures

Optional if you are including additional documents.

Placement: Below your typed name and title.

Content: List any enclosed documents.

Example of an Inquiry Letter

Here's a complete example illustrating each component of an inquiry letter:

Jay Sharma

Procurement Manager

ABC Corporation

123 Business St.

City, State, ZIP Code

Phone: 9934567890

Email: jay.sharma@abccorp.com

July 2, 2024

Mr. Sumit Sharma
Sales Manager
XYZ Corporation
456 Company Ave.
City, State, ZIP Code

Dear Mr. Sharma,

Subject: Inquiry About Product Availability and Pricing

I am writing to inquire about the availability and pricing of your new product, the XYZ Model 123. Our company is interested in purchasing a large quantity for our upcoming project.

Could you please provide the following information:

1. Detailed product specifications.
2. Pricing information for bulk orders.
3. Availability and delivery times.
4. Any applicable discounts for large purchases.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Handwritten Signature]

Jay Sharma
Procurement Manager