

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of [specific product name] that your company offers. We are interested in [brief reason for inquiry, e.g., meeting demand, exploring partnership, etc.].

Could you please provide us with the following information:

- Current availability status
- Lead time for delivery
- Pricing details

We are looking to make a decision soon, so your prompt response would be greatly appreciated. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]