

Price Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the pricing for [specific product/service] that your company offers. We are currently evaluating options and would appreciate your detailed pricing information including any bulk purchase discounts or special offers available.

Additionally, I would like to confirm the following terms:

- Delivery time frames
- Payment terms
- Warranty and return policy

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

Sincerely,

[Your Name]