

# Product Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 your new product, [Product Name], that was launched on [Launch Date]. I am interested in gathering detailed information regarding the following aspects:

- **Product Specifications:** Please provide detailed specifications including dimensions, materials used, and any unique features.
- **Pricing:** What are the pricing tiers for different quantities? Are there any discounts available for bulk orders?
- **Availability:** What is the current stock level, and when do you anticipate restocking?
- **Warranty and Support:** Please clarify the warranty duration and the support options available for this product.
- **Shipping Information:** What are the shipping options and estimated delivery times for [Your Location]?

Thank you for your assistance. I am looking forward to your prompt response, as I am eager to explore the possibility of incorporating [Product Name] into our offerings.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]