

Inquiry for Purchasing Simultaneous Interpretation Equipment

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the simultaneous interpretation equipment available for purchase through your company. We are planning an upcoming event that will require high-quality interpretation services and are interested in reviewing your product offerings.

Could you please provide the following information:

- Types of simultaneous interpretation equipment available
- Specifications and features of each product
- Pricing details and any bulk purchase discounts
- Lead time for delivery
- Warranty and support options

We appreciate your prompt response as we are keen to finalize our arrangements soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]