Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier's Name]

[Supplier's Position]

[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 electronic document formats your company uses for the transmission of files, such as invoices, purchase orders, and other essential documents.
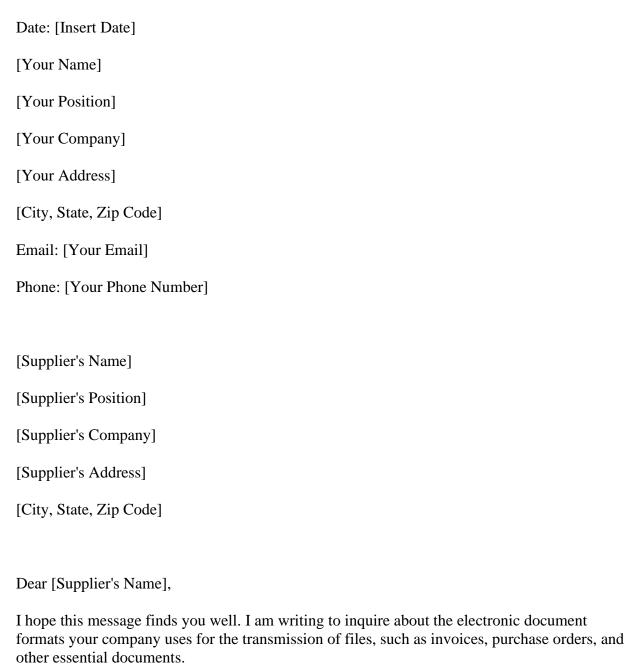
Understanding the specific formats you support (e.g., PDF, XML, CSV) will help us streamline our operations and ensure seamless communication between our organizations.

Could you please provide information regarding the formats you currently accept, as well as any specifications or guidelines we should be aware of?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]