

# Business Inquiry Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently exploring potential suppliers for [specific product or service], and I came across your company during my research.

We are interested in obtaining more information about your [specific product or service]. Could you please provide the following details:

- Product specifications
- Pricing information
- Minimum order quantities
- Lead times for delivery

We appreciate your assistance in this matter and look forward to your prompt response. Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]