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## Example of inquiry letter for product

All Letters   Business Letter   Sample Letter of Inquiry I am writing to inquire about the availability of [product name]. I have seen the product details on your [website] and am very interested in purchasing one. I appreciate if you could send me some samples so I can test before I make a decision. I have confidence in your commitment to quality, but part of our procurement process is to test before any purchase. I also appreciate if you could send the price of a unit as well as discounts on bulk orders. I have to make a decision in the next few days so it is really very important that I receive this information as soon as possible. By awakening your answer. Best Information I have come to know from some reputable sources of your possession of some quality [product name] and would like to learn a lot more about it. I would appreciate it if you could send any information that might help me in my selection process. Please elaborate on the various options along with the different prices, discounts and availabilities. I also need to know if it offers an extended warranty. Call me if you have any questions or need to know more about our requirements. I can't wait to hear from you. Best regards My name is [X] and I am the [production manufacturer] at [company name]. I am looking for a supplier for [product name]. I want to know if you have it at your disposal and if so, how much it would cost. Also, I would like to inquire about extended warranty and credit payment options. Please come back to me with all the information, options and suitable alternatives. Thank you. Best regards My name is [X] and I am contacting you on behalf of [company name]. I would like to inquire about one of your products, [product name]. I would like to have an idea about the different models, features and options. Also, please tell me about available colors, prices, bulk order discounts, warranty, delivery and payment option credit. I appreciate it if you too could enlighten me on other alternatives which might also meet our needs. I can't wait to answer that. Best Information I am very interested to know more about your products especially the [product name]. [Look for your requirements and what exactly do you expect from the product]. I would appreciate it if you could send me information about them including prices, colors, availability, delivery and discounts. Also, I would like to inquire about the possibility of a path before making commitments. Please come back to me with all the necessary information. Thank you. Best regards My name is [X] and I am the [production manufacturer] at [company name]. I would like to find out exactly what kind of services your company provides. As I understood from your [website/brochure], you specialize in [.....]. We are specifically looking for [your requirement goes here] and know how you can help us achieve our goal. If you need more informationOur needs, please contact me. We welcome a meeting to discuss potential association with you. Thank you for your time. Best regards my name is [x] and I [Production Manager] to [Name of the Company]. I found your organization searching for companies that provide [Type of service or name]. We are in the process of [extending our infrastructure, improving our services, etc.>] and I would like to explore a possible collaboration with you. [Explains your needs in detail and what you expect from them]. I appreciate if you could share your experience with me with similar projects and explain how you can help us achieve this goal. Please contact me if you have further questions. I can't wait to do business together. Sincerely during my search for companies [of construction] Leader in the [Brooklyn] area, I found your contact details. We are looking for someone who can [your requirement goes here] and would like to know how you can help us this way. We are looking for a long-term partnership and not a one-off service. I appreciate if you could share your relevant competence and remarkable references. I look forward to your answer and I hope we can do business together. Best regards I am writing to inquire about the [service name]. They are the [Chief of Marketing] to [Name of the Company] and I'm looking for [your requirement]. We are interested in your services and we would like to learn more about what you offer and how you can benefit. I would like you to propose to your view to the most suitable solution for the requirement above. Please indicate the field of application of work and approximation of costs if possible. Any additional information in this context will be very appreciated. I look forward to your answer and hope we can collaborate together. Best regards I found your website while searching for companies that provide [name of service or type] in [Name of the city]. Our company is one of the leaders in [industry name] and would like [indicate your needs here]. I appreciate if you can explain to me the scope of your work, prices and the implementation plan. Thank you for your time. Best regards I wonder if your company needs a professional [software engineer] and highly motivated. I would be very interested in a position that allows me to show my abilities and ability and make use of my substantial experience. I have a sense of creativity and a strong guide for innovative ideas. I am very disciplined and well organized, but at the same time I can quickly identify the situations that require non-orthodox thinking and out of the box. I am confident that I will be a great addition to your team. I'd like to discuss my vision and the possible contribution to a job interview. I attached my curriculum for your review and consideration. I look forward to meeting you. I'm writing to find out about jobs on jobs in your esteemed company in the capacity of [Software Engineer]. Engineer]. Very motivated and ambitious and looking for a possibility of making the most of my experience and my skills. I have a degree in [BS] in [IT] from [college name] and I worked for more than [five] years as [software engineer]. [Further qualifications grow. Talk about your past successes, results and plans for your future employer]. I really believe you can make a difference and induce momentum in your team. I am confident of my abilities and I can already view my contribution to the success of your organization. You can find more on me and my qualifications in the attached curriculum. I hope to meet you soon. Best regards my name is [x], [software engineer] with [five] years of experience. I would like to inform myself about work opportunities in your organization that correspond to my qualifications. [Talk here about yourself, results, achievements, improvements you can do, etc. ...]. I am sure that with my education, knowledge and hands on the experience can be of great value for you. I welcome the opportunity to meet and discuss my possible contribution to your success. Closed is a copy of my curriculum for your review and consideration. Thank you very much for your time. Better information I am looking for career opportunities in the field of [Marketing] and I would like to know if you have a job for a [Marketing Specialist]. I am an active, laborious, engaged and dedicated professional with excellent organizational and communication capabilities. The salient points of my skills and qualifications include: 1) Qualification 1 2) Qualification 2 3) Qualification 3 4) Qualification 4 I am interested in discussing my abilities in a job or telephone interview and explain how you can benefit from my services. For the moment, I appreciate if you could take a look at my curriculum, which I closed with this e-mail. Thank you for your time and I hope to meet you soon. You need a professional [programmer] who is: 1) Results oriented? 2) Team player? 3) well organized and systematic but creative? 4) ... if your answer was yes yes, then I am the right person for work. I have a [BS degree] in [IT] and more than [five] years of experience as [programmer]. Take a look at my attached curriculum for the entire spectrum of skills and quality I can add to your team. I can't wait to meet you and discuss this opportunity in detail. Thanks for your time. I'm writing on behalf of [your company name], which is a company specialized in [industry or specialization]. I was able to locate your company through [Internet, newspaper, etc. ...] and I am very interested in learning more about the services you provide. I would appreciate a lot if you can [Send | email] me a detailed list of your services and their prices thanks for the quick answer. I would like to know more about [product or service name].I could send me more details, including specifications, specifications,Options, availability and prices as soon as possible? Thank you for your quick answer. I write on behalf of [your company name], which is a company specialized in [industry or specialization]. I was able to locate your company via [Internet, newspaper, etc. ...] and I would be grateful if you could [send or e-mail] a detailed [catalog or brochure] of your [Products | Services]. Thank you for your quick answer. Today, information is a valuable asset for the modern entrepreneurial world. I am the key factor that helps entrepreneurs to make decisions. No matter who you are: a CEO, a manager, or just an employee, you always need information. But where and how to get the facts and the data you need? Using a request e-mail to ask information is a must-have skill for office workers recently. Let us help you write emails of perfect business requests Write request email is a must-have for employees (Photo Credit: Rawpixel via unsplash.com) Firstly, what is a    Request e-mail and who send it? 1. Definition: the word                     The survey   means an act of request for information. Thus, business investigations emails are emails used to request information. It is very simple: Write an email to ask people the information you need. Most of the time, use a request email to express their interest in a specific product. You saw an announcement or received a sales call previously. You want to know more about their services. So, you write this request e-mail. The information helps to create a basis for entrepreneurs to evaluate the options available to them. After that, they can decide with which company to work or from which supplier to buy. There are many different types of information. For request emails, there is also limit as well. You could ask anything. Try thinking about some examples. You can request: A spring catalog of fashion brands to choose which to sell in your store example of a supplier product to control their quality tea ingredients at milk price when you want to open a drink store aid to the countryside of a one    Agency to launch the new product of your company A photo shoot of a study for your client ... This list can continue to the infinite! Furthermore, you can use e-mail business requests to ask for a vacant job of a company. As long as you write them correctly, they are your tool to literally get all the information. The recipients of your request emails are your potential business partners (Photo Credit: Rawpixel via unsplash.com) 2. The recipient: Similarly, the recipients could be anyone. To begin with, the types of companies you can inquire about are different. It can be a wholesaler, a A company, or an agency. Then in that company, many can be those who receive your email. It could be the sales, marketing or human resources department. If it is a person, he or she can be a manager, a leading team, or a manager. Whoever is, are all your potential partners. So, write a request e-mail is extremely important. It helps you create a good good and also, a credible image. To write a nice email, you can try our guide on business email enquiries below. We have also prepared a sample request email for you! The basic format of a request email Before it is a request email, it must be an email. And every e-mail should follow some simple and traditional e-mail labels to show the professionalism of the sender. You can read our e-mail label guide. Make sure you take a look before you write any kind of email. After learning the e-mail label, here are 5 steps to write a request email: 1. Subject The subject is one of the first 2 parts that appear directly in the view of the recipient. (The other is your email address). So, you should make use of this possibility to save time. In the subject area, directly state what this email is about so they can have some initial clues on what to do next. Don't skip this part: an unobtrusive email can leave the reader confused, even irritated. As a result, they might even choose to ignore it! It probably takes you just a minute to write simple topics like A Company | Product inquiry: Frozen mango or BB Ltd. | Request for strategic advice. 2. Opening There is a surprisingly simple but very effective stream that you can use at the beginning of a request email: Greet    Introduce    Reference. This ensures that the opening meets the basic requirements: shiny, short and straight. First, greet your recipient using traditional greetings:    If you do not know the recipient's name: write Dear Lord/Dear Lady/Dear Lord or Lady. You can also contact the entire company or department. Dear sales department,    If you know the recipient's name: use Dear + courtesy titles (Mr., Madam, Madam) + their surname. Secondly, kindly introduce yourself so that your recipient knows who they are talking to. This will make it easier for both of you to do business. You should include your name, job title, department and company name. Try these sentences:    I am [name], [title]/from ... department of ... company. Our company is a reseller/supplier specializing in ...    My name is [name], [title] from ... company. We are one of the largest companies in ... dealing with ...    Our main industry/market is ... Third, tell them where you have their contact. It could be from an ad or a sales call. If anyone in your network refers to this company, please say so. Based on your reference, the recipient can identify what type of partner you are. Therefore, they can deal with your request in the most suitable way. Is use these examples:    Mr. Company A of X, one of your current clients, gave us your name.    Ms. B of ABBank, your exclusive partner.    Mr. C, your former supplier, suggested that we contact you. 3. Body An effective body should always be easy to read. Also, in this case, they should be able to help the recipient recipient Information and respond to some basic WS and HS: because: why are you writing this email? What is your purpose? How can help? What kind of information do you need? How many of those of those? How: How do you wish to receive your information? Do you need a document, a call or a meeting? If you want to make a call or hold a meeting, then when and where? Answer the questions mentioned above can help your request email being perceived correctly. After that, write the email body one by one: first, it begins by declaring the reason why you write this email. Briefly introduce your company's activity. Inform your recipient who are interested in collaborating with them. For example, you can write: we are a beverage manufacturer and we would like to learn more about your products. They are our main sources of ingredients. Or my company is launching a new cosmetic product and we are interested in your marketing service. Indicate a lot, very clearly the type of information you want. You can also use a numbered list or a listed list like this: I would like to request some details on the service of your company, listed below: 1. Your service proposal / profile / brochure 2. The portfolio of previous campaigns performed 3. The current price list this will definitely increase your chances to get a sufficient response. Suggest as you want them to deliver your information. You can ask them to send it as a document or a package. You can also invite them for a call or a meeting. Leave your contact details so that they can easily reach you every time it is necessary. We suggest you use the following sentences: - We ask you to send the information requested all-inclusive in a single file, if possible. -Where to organize a meeting with us to further discuss the question? - We were very pleased if you can provide us with detailed information through a video call at a convenient time. - If you have further questions, don't hesitate to contact me [Phone Number / E-mail Address]. 4. Closure: ends your email with a simple closure. Remember your request and thank you politely: thank you for your time. I look forward to receiving information. We look forward to hearing your news. Then choose an appropriate closure (your faithfully yours, yours sincerely, best regards), followed by your name. 5. Finally, don't forget a standard signature. Signature should include your full name, job title and contact information. Useful notes when writing a request e-mail while the above guide is already detailed enough, it is always useful to keep in mind some useful notes: 1. Be short, sharp and concise the first thing to do to respect others are not wasting the weather. Time is valuable for everyone. So, you wouldn't want to spend the time that traces a long and complicated right e-mail? Similarly, nobody wants it. Therefore, always keep your email simple and punctual. However, as a brief email can become rude, remember to keep the courtesy as well. Write clearly, USA USA The structure, the Dona t going off-topic is    to make the reader understand the message as quickly as possible. Being short, sharp and concise when writing e-mail required (Photo Credit: Wander Fleur via unsplash.com) 2. Make your needs to delete, you need to make sure that the recipient fully understand your request. With this, they can provide an adequate response. Let them know that and the information of how much you are looking for. Describe the article you need the most specific possible. Avoid long sentences. Try using a list so that they can easily check if you have satisfied your needs. You can check the sample e-mail (bottom right)! For a detailed example. We used a numbered list and described exactly the necessary elements. 3. Set up the next steps to the things to operate without problems, it is best to set some deadlines or next steps. Instead of just letting it, citing an expected deadline can create reminders for the recipient. For example, you can say it would be nice for us to get this information within the next 10 days to keep the rate of our process. Because of what, the recipient will be more likely to try to respond to you within 10 days. If there is no time limit, they would put your email aside and could only come back after all the rest is done. Besides deadlines, suggesting a short phone call or meeting is also a pleasant choice. In this case, leave your contact and mention some time intervals is thought to be convenient for both sides. Request for business Champion Email Last but not least, I would like to provide a sample of requesting e-mails. You can use this example as a model to write your own: Subject: M Company | Product Request: Frozen Mango Puree A Dear Commercial Office, first of all, I am Kath Vu, Purchasing Officer of the M Company. Mr. Dane Nguyen by N Company, your current customer gave us your name. He also referred to high quality frozen fruit and ingredient drinks. Our company, M Company is a beverage manufacturer. I would like to express our interest in doing business with you. We are expanding our product range. Because of what we are looking for new suppliers. The product is also one of our main ingredients. So, we would like to request information on the frozen mango puree product. We have listed below the details we need: The Frozen Mango Information Pure     S: Origin, Process, Nutritional Production Facts, and Quality Standards Frozen Mango Pure     s Wholesale Price List We prefer to send them Total information in PDF format. It would be nice for us to receive the package within the next 10 days as you will help you keep the process rate. Thank you for your time and I look forward to hearing from you. With best regards, Kath VUA Business email surveys is so important, as it is the first step for a new, potential partner. In addition, it is undoubtedly a useful tool to get the necessary information. I hope this post brings you enough knowledge to write an effective email request. Also, take a look at our blog Business English for bigger!If you want to improve your English, try using a practical and comfortable app like Ejoy while reading posts. It helps you to search for words meaning immediately: isn't it so beautiful? Practice English at any time, anywhere with Ejoy! Install Ejoy Extension to Chrome for free

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