**Business Letter Inquiry Sample:**

To: (enter email address of recipient)

Subject: Inquiry about (enter brief details)

(enter date letter was written)

Dear (company department name) Manager,

I recently saw an advertisement for your company on a billboard (give details). It captured my attention and I wanted to find out more about the products that you sell.

I was wondering if there s a possibility of you sending me some more information about (give product name) whether that be an online webpage or a catalogue that you can mail me. I was particularly interested in the products shown in the advertisement (give some details).

If you could also provide me with availability details and delivery information, it would be highly appreciated. Thank you very much.

Best regards,

(insert your name)

(insert your address)

(insert contact details)