

Kindly send a few samples, their prices, uses, stability and quality range etc. Also let us know your terms of trade and the best discount on large orders. Will you be able to manufacture items if we specify the size, shape, weight, colour and range. Prices quoted should be "f.o.r.". It would be appreciable if an early reply is sent on the enquiry asked for.

Thanking you

Arun

M/s P. Home Appliances

LETTER OF ENQUIRY

Example 16—ENQUIRY ABOUT HARDWARE PRODUCTS

Write a letter to The Manager, M. Hardware Industries, 56, Okhla Industrial Estate, Okhla, Delhi-110040 asking for hardware products manufactured by it. Ask for relevant details. You are Arun The Manager of M/s P. Home Appliances, New Colony, Reshma Nagar, Dwarka-7.

Ans. M/s P. Home Appliances,
12 New Colony,
Reshma Nagar,
Dwarka-7

8th September, 20xx

M. Hardware Industries,
56 Okhla Industrial Estate,
Okhla,
Delhi-110040

Sir,

Through an advertisement appeared in the daily newspaper about the hardware products manufactured by you. In this connection I may state that my firm is a wholesaler of Home Appliances with spacious place for exhibiting and storing. I am interested to become an agent of your products.