

An Inquiry Response Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

Thank you so much for your inquiry regarding (product name). We are very glad to receive your inquiry. We have attached various plans and services which are associated with the product you want to purchase. If you want to get the details in person, we will send our representative to you who will explain each and everything to you. We will give you a call within next few days when we would like to have an appointment with you. In a case of any difficulty, you can also call us on (phone number) to make things clearer. We will be happy for running a business with you.

[Your Name]

[Senders Title] -Optional-