

Enquiry Letter Sample, [Letter of Inquiry Format](#), Example

From:

Anthony Steve

Managing Director

Zenith Medicals Ltd.

New York

Date: November 5th, 2020

To,

Mr. Andrew Smith

Manager

Opine Technologies Ltd.

New York

Sub: Enquiry Letter for Laptops

Dear Mr. Smith,

I am writing this letter to enquire about ABC Laptops. Our company is in urgent need of 30 laptops for our employees. We have a budget of \$60,000 and we require laptops with a configuration of I5/ 8GB RAM and screen size of 15.6in. We would be interested in buying 30 such laptops which are lightweight and have pre-installed Windows 10 and MS Office.

We would like to know the details of different models available under the specifications we are looking for. In case, the brand that we are looking does not fit into our budget then we would be happy to consider other brands available.

We would be looking forward to hear from you on this. Please share all the details on the subject so that we can take it ahead. You can call me at 9898989898 or email me at Anthony@xyz.com.

Thanking in anticipation

Sincerely,

Anthony Steve

Managing Director

Zenith Medicals Ltd.