

Business Enquiry Letter Format

[Your Name]
[Your Business Name]
[Street Address]
[City – PIN Code]

[Date]

[Receiver's Name]
[Company Name]
[Company Address]
[City – PIN Code]

Subject: Enquiry about Wholesale Supply of Office Chairs

Dear Sir/Madam,

We are looking to purchase office chairs in bulk for our newly opened branches across Maharashtra. We came across your product catalogue on your website and found your offerings quite impressive.

Please share your latest price list, available designs, payment terms, and delivery timelines. We would also like to know about warranty terms and whether any discounts are available for bulk purchases.

We hope to hear from you at the earliest so that we can finalize our vendor selection.

Yours sincerely,
Anil Verma
Purchasing Manager
ProSpace Offices Pvt. Ltd.