

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inquire about the pricing for [specific product/service you are interested in]. We are considering purchasing [quantity or details if applicable], and would appreciate it if you could provide us with your current pricing information, including any bulk discounts or special offers available.

Additionally, if you could include details regarding delivery times and payment terms, it would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]