

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About LNG Supply

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently exploring potential suppliers for liquefied natural gas (LNG) and are interested in understanding more about your offerings.

Specifically, we would like to inquire about the following:

1. Availability of LNG supply
2. Pricing structure and contract terms
3. Delivery timelines and logistics
4. Quality specifications and certifications
5. Any additional services you provide related to LNG

We are keen on establishing a long-term partnership with a reliable supplier and would appreciate your prompt response to our inquiry.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]