

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position] at [Your Company Name]. We are currently looking to expand our product offerings and are interested in sourcing high-quality oysters for our business.

We would like to inquire about your oyster sales, including the following information:

1. Types of oysters available
2. Pricing and volume discounts
3. Shipping and delivery options
4. Any certifications or quality guarantees

We are committed to sourcing from reputable suppliers and would appreciate any additional information that you can provide.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

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