

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

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

Dear [Recipient's Name],

I am writing to express my interest in purchasing [describe the merchandise] from your company. I am particularly impressed by [mention any specific features or qualities of the merchandise].

Please provide me with the following details:

- Pricing
- Availability
- Shipping options and costs
- Payment methods accepted

I look forward to your prompt response so that we can proceed with the order. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title (if applicable)]  
[Your Company (if applicable)]