

[Your Company Letterhead]  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this letter finds you well.

I am writing to inquire about your PVC pipe products as we are currently seeking a reliable supplier for our upcoming projects. We are particularly interested in [specific sizes, types, or projects] and would appreciate it if you could provide us with your latest catalog, pricing, and any bulk purchase discounts available.

Additionally, we would like to know about your lead times, shipping options, and any certifications your products may hold.

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]