

[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],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding PVC pipes that I sent on [date of initial inquiry]. I am eager to receive information about the specifications, pricing, and availability of your products.

Understanding these details will greatly assist me in making a decision for our upcoming project. If you could provide this information at your earliest convenience, I would greatly appreciate it.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]