

[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 hope this message finds you well. I am writing to inquire about the features and pricing of your PVC cards. We are considering incorporating them into our operations and would like to understand the various options available.

Specifically, I would like to know more about the following:

1. Available sizes and customizations
2. Durability and card lifespan
3. Printing options (color, design, etc.)
4. Minimum order quantities
5. Pricing structure for bulk orders
6. Lead times for production and shipping

Please provide any brochures or additional materials that could assist us in our decision-making process. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]