

[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 am writing to inquire about your PVC card printing services for our upcoming project. We are interested in producing [specify type of cards, e.g., membership cards, ID cards, loyalty cards], and would appreciate more information regarding your offerings, pricing, and turnaround times. Specifically, we would like to know:

1. The different types of PVC cards available (e.g., thickness, finishes).
2. Customization options (e.g., color, design, branding).
3. Minimum order quantities and bulk pricing discounts.
4. Production timelines and shipping details.

We are looking for high-quality printing and durable cards that can withstand daily use. If possible, please provide samples of your previous work or any design templates you may have.

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

Sincerely,

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