

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

Dear [Recipient Name],

Subject: Inquiry About VGA Board Availability and Specifications

I hope this message finds you well. I am writing to inquire about the availability of VGA boards that your company offers. I am particularly interested in the specifications, pricing, and any compatible models you may have in stock.

Could you please provide information regarding the following:

1. Current models of VGA boards available
2. Technical specifications for each model
3. Pricing information and bulk order discounts
4. Warranty and return policy
5. Estimated delivery time for orders

I appreciate your assistance and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]