

[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 availability of XDP diesel parts for our [specific vehicle or equipment type]. We are specifically interested in the following items:

1. [Part Name/Number]
2. [Part Name/Number]
3. [Part Name/Number]

Could you please provide us with pricing information, estimated delivery times, and any other relevant details regarding these parts?

Additionally, it would be helpful to know if there are any ongoing promotions or discounts available.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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