

Business Letter For Job Inquiry

Sender Name

Recipient Company

Date

Dear Mr./Ms. [Surname],

I am writing this letter to inquire about the personal computers you are selling that I saw in an online advertisement yesterday. On behalf of our company, I am very interested in buying personal computers from you to replace our old and outdated models. I would really appreciate it if you can send me a catalog along with details of the latest models that you have. I would also appreciate it if you can send me your price list and let me know if you have discounts for bulk orders.

In case I find a design and feature that suits the need of our company, I will be placing an order with you. Furthermore, I need to make a decision in a few days so it will be better if I receive the information as soon as possible.

I look forward to hearing from you.

Yours truly,

Name and Signature