



# LETTER OF INQUIRY

**Bell Manufacturing Company ( Letterhead or sender's address)**  
**1-1-2 Shibaura Minato-Ku**  
**Tokyo, Japan**

**May 27, 2008 (Date)**

**Mr. Neo Chan**  
**In-charge of Customer Relations ( Inside address)**  
**Kowloon Company**  
**13 Bayview Street**  
**Kowloon, HongKong**

**Dear Mr. Chan: (Salutation or greeting)**

**I am a systems engineer at Bell Trading . We are planning to launch a new cell phone model. We need an advanced semiconductor for this project.**

**My company is considering using your new released semi-conductors your company.**

**We need, however, information about the following:**

<b>1. discount</b>	<b>2. Unit Price</b>	<b>3. Delivery</b>	<b>4. Terms of payment</b>	<b>5. Warranty</b>
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**I would be happy to talk to you further about your product. You can e-mail me at [JHonda@Bellpro.com](mailto:JHonda@Bellpro.com).**

**Sincerely, (Closing)**

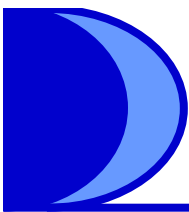
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**(Signature)**

**Jun Suzuki (Printed name)**

**Senior Systems Engineer (Position of sender)**

**Cc: Mr. E. Stanton**

**(Carbon Copy Recipient)**



# LETTER OF INQUIRY

## Six tips for writing an inquiry letter:

- **Begin your letter by stating who you are and giving your status or position.**
- **Clearly state what it is that you are inquiring about and what you would like the recipient of your letter to do. Make your inquiry as specific as possible.**
- **You might want to briefly explain the purpose of your letter or what you hope to accomplish.**
- **Include the date by which you need the information, services, etc. that you are requesting, and indicate that you await the reader's response.**
- **Thank the person for his/her time.**

## Elements of Business Letter:

1. **Sender's Address and Date-** give the following information: house number, street, area code, place, country, telephone.
  - **Sender's address below the date:**
2. **Recipient's Address-** starts two lines below the sender's address.

### 3. Salutation in a Business Letter

- A: If you know the person's name:**
- B: If you don't know the person's name:**
- C: Punctuation: Use colon**

4. **Subject Line** - English, the subject line can also be placed between the recipient's address and the salutation (with a blank line in between).

5. **Body of the letter-** Capitalize and indent the first word of the text. The next text is left justified. And a space is put after each paragraph.

### **CONTENT:**

- A: 1<sup>st</sup> paragraph** - Introduction and reason for writing.
- B: Following paragraphs** - Explain the reason in details and background information, etc.
- C: Last paragraph** – Summarize your reasons and make clear what you want the recipient to do.

6. **Greeting in Business letter:** Use “sincerely”. Write the greeting two lines below the last paragraph. Leave 4 blank lines after the greeting (space for the signature) and write the sender's name below that space.