**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**SUBJECT: INQUIRY ABOUT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_,

I am Mr. Keith Liebermann, marketing representative of Vegetables Supreme.  We are interested in purchasing and selling your product, organic vegetables, in our grocery store.  We read your promo materials regarding the products that are currently being sold at special discounted prices.

We would like to inquire some details about your product:

1. Where are the vegetables grown and how do you ensure that they are organically grown?
2. Would you be able to supply vegetables that you do not have now but we would specify?
3. Would you be able to provide a regular supply of vegetables delivered fresh every day?
4. How much are the wholesale prices of the vegetables and how much discount can we avail?

I would be happy to talk to you about the details of your product as we hope to add organic vegetables to our grocery soon.  Please contact me at 020 8805 8367.

Thank you.

Sincerely,

**[Write Complete Name]**

[Address]