

Inquiry Business Letter.

Your Name
Your Street Address
City, ST Zip

Business Name
Business Address
City, ST Zip

September 12, 2017

To Whom It May Concern:

With reference to your advertisement in yesterday's New York Times, could you please send me a copy of your latest catalog? Is it also available online?

I look forward to hearing from you.

Yours faithfully,

(Signature)

Your Name

Your Job Title
Your Company Name