**Inquiry Business Letter**

Dear Mr. Smith,

This is a follow up to our conversation last week. We had discussed using your Printing and Office products for our company TreeTop Manufacturing. I would like to find out if your company can send a catalog with details on your latest product offering.

We want to see which products will suit the requirements of our company. We have specific requirements and want to know whether you will be able to meet our requirements within the stipulated timeframe.

In case we find a suitable design and selection of products, we look forward to place an order with your company. We have several pieces of equipment which are outdated and need replacement as soon as possible. We would also like to know whether you can offer us a discount as this would be our first order with your company, but undoubtedly the first of many as we plan to keep re-ordering from the same supplier.

Let’s have another conversation after you send us your catalog.

We are looking forward to hearing from you soon,

Best regards,

Jason Mason