**Inquiry Business Letter**

Your Name

Your Street Address

City, ST Zip

Business Name

Business Address

City, ST Zip

September 12, 2020

To Whom It May Concern:

We noticed your advertisement in “Chicago Tribune” newspaper yesterday, and would like to receive the free catalog and white paper that you’ve advertised, at the address noted above.

We also would like to setup an introduction call to discuss your products. Can you please call me back at 222-222-2233 at your earliest convenience?

We are looking forward to hearing from you.

Best regards,

Jason Mason  
TreeTop Manufacturing