**Inquiry Business Letter**

Dear Jennifer,

This is a follow up to our conversation last week. We had discussed using your widget products for our company JasonMason Manufacturing. I would like to find out if your company can send a catalog with details on your latest product offering. We would like to see which products will be a best fit for our organization.

The catalog will help us determine if your widget designs and features match our requirements. We have some outdated widget machines at our factory, which need replacements. When we receive your catalog, we would like to place the order for your widgets before the end of the month.

As discussed, we would also love if you could send a sales representative to inspect our widgets and machines on site to determine our business needs and give us a quote. Once we have your personal guidance and product selection and pricing through the catalog, we will be in a better situation to evaluate what we need to order.

Sincerely,

Jason Mason  
Widget ABC Manufacturing