

**ENQUIRIES**

An example enquiry letter could look like this

1. Source of the address (internet/directory/recommendation/trade fair etc)
2. Describe your company
3. Details of the request (quotation/prices/sales material/samples/information etc)
4. Give references (optional)
5. Polite ending

*Aeronautical Precision Ltd*  
*20 Flood Street*  
*Pumpstone*  
*PS21 3UT*  
*United Kingdom*  
*Tel: +44 (0)185 6793232*  
*Fax: +44 (0)185 6797765*  
*E-mail: info@aeronautical-precision.co.uk*  
*http://www.aeronautical-precision.co.uk*

10 May 2009

International Bolts GmbH  
 Schraubenweg 3  
 38907 Schraubenhausen  
 Germany

Dear Sir or Madam

Request for Information

1. Source of address

We have been given your address by one of our Belgian clients, who told us that you supply high quality nuts and bolts.

2. Describe your company

Our company is a fast growing manufacturer of specialist aircraft parts. Furthermore, we have extensive contacts in the European Union.

3. Details of the request

We are particularly interested in your products and we would be grateful if you could provide us with your latest catalogue and current export price list. Moreover, are you willing to provide us with any samples in order for us to check your quality? In addition, please also let us have your terms of delivery and payment. The market for such products is growing rapidly; therefore we will be in a position to place a substantial order if your goods meet our requirements.

4. References (optional)

Should you require a reference, please contact City Bank Ltd in London.

5. Polite ending

We look forward to hearing from you soon.

Yours faithfully

Aeronautical Precision Ltd  
*Thomas Plane*  
 Thomas Plane (Mr)  
 Director of Purchasing