To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name & Address]

Date:

**Subject: Inquiry Letter for Catalogue**

Dear Mr/Mrs.[Name of Recipient],

I had the occasion to see some of your company’s products in the recently held exhibition and found them quite interesting. Our company, [mention Company Name] ourselves deal with these products in retail and we have potential clients from all over the world.

Therefore, I would request you to send us a copy of your latest catalogue along with copies of descriptive leaflets that could be passed on to prospective buyers. We would be glad if you could send us a couple of samples of your products also.

We look forward to hearing from you soon.

Yours Sincerely,

[Sender Name]

[Sender Designation]

[Sender Company Name & Address]

[Sender Contact Details]