[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to an Inquiry About a Product/Service**

Dear Sir/Madam,

I am writing this letter to respond your letter that you written on [mention date] to inquire about our product/service [mention name of the product/service]. I am really glad that you showed interest in our product/service.

With this letter I have attached the relevant flyers in which you can get all the necessary details and information about our product/service. [briefly mention some other details of the product/service].

Still if you have any queries, feel free to contact me.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]