

LETTER OF INQUIRY

Bell Manufacturing Company (Letterhead or sender's address)
1-1-2 Shibaura Minato-Ku
Tokyo, Japan

May 27, 2008 (Date)

Mr. Neo Chan
In-charge of Customer Relations (Inside address)
Kowloon Company
13 Bayview Street
Kowloon, HongKong

Dear Mr. Chan: (Salutation or greeting)

I am a systems engineer at Bell Trading . We are planning to launch a new cell phone model. We need an advanced semiconductor for this project.

My company is considering using your new release semiconductors of your company.

We need, however, information about the following:

1. discount	2. Unit Price	3. Delivery	4. Terms of payment	5. Warranty
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I would be happy to talk to you further about your product. You can e-mail me at JHonda@Bellpro.com.

Sincerely, (Closing)

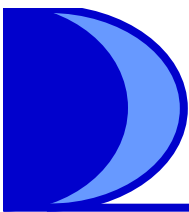
(Signature)

Jun Suzuki (Printed name)

Senior Systems Engineer (Position of sender)

Cc: Mr. E. Stanton

(Carbon Copy Recipient)



LETTER OF INQUIRY

Six tips for writing an inquiry letter:

- **Begin your letter by stating who you are and giving your status or position.**
- **Clearly state what it is that you are inquiring about and what you would like the recipient of your letter to do. Make your inquiry as specific as possible.**
- **You might want to briefly explain the purpose of your letter or what you hope to accomplish.**
- **Include the date by which you need the information, services, etc. that you are requesting, and indicate that you await the reader's response.**
- **Thank the person for his/her time.**

Elements of Business Letter:

1. **Sender's Address and Date- give the following information: house number, street, area code, place, country, telephone.**
 - **Sender's address below the date:**
2. **Recipient's Address- starts two lines below the sender's address.**

3. Salutation in a Business Letter

- A: If you know the person's name:**
- B: If you don't know the person's name:**
- C: Punctuation: Use colon**

4. **Subject Line - English, the subject line can also be placed between the recipient's address and the salutation (with a blank line in between).**

5. **Body of the letter- Capitalize and indent the first word of the text. The next text is left justified. And a space is put after each paragraph.**

CONTENT:

- A: 1st paragraph - Introduction and reason for writing.**
- B: Following paragraphs - Explain the reason in details and background information, etc.**
- C: Last paragraph – Summarize your reasons and make clear what you want the recipient to do.**

6. **Greeting in Business letter: Use “sincerely”. Write the greeting two lines below the last paragraph. Leave 4 blank lines after the greeting (space for the signature) and write the sender's name below that space.**