

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 released semi-conductors 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)

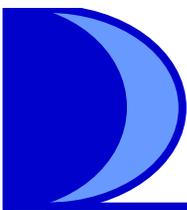
(Signature)

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.**