

English Lesson 11

LETTER OF INQUIRY

Definition of Inquiry Letter

An inquiry letter document is a document related to assisting someone in a request for goods and their prices. For this reason, this letter must be made clearly so that it can help the supplier understand the contents of the goods request letter, even to reply to the request from the buyer.

Another definition of an inquiry letter is a letter used for requests and requests for goods or services from the buyer. In fact, this letter must also be responded to through advertisements, magazines, or other electronics that require goods or services.

When the purchasing team has finished sending a letter to the supplier to send the required goods, the supplier will reply to the letter requesting information regarding prices, product or service specifications, and so on. The goal is to be able to help each party and determine the goods or services needed.

The content of this inquiry letter includes the name of the product and its type, specifications, size, type, quality, color and so on, as well as other important things such as product prices in unit quantities, discounts or discounts, and payment methods.

Stages in Making an Inquiry Letter

Generally, inquiry letters are made by the purchasing team for suppliers who sell goods that are needed by the company. Well, some of the stages in making an inquiry letter are as follows:

In the first stage, you must create an opening sentence and briefly explain the company profile. Then, you have to tell the company's business field and the products sold.

In the second stage, provide information regarding where you received the supplier's profile and contact information. Continue by providing information related to your purpose about the list of product selling prices that have been provided by the supplier.

Finally, provide a thank you note and a request to reply to the letter. After that, you can provide your contact information and ask for a number that can be contacted to the supplier.

Types of Inquiry Letters

There are two types of inquiry letters that you can use in business, namely:

1. The First Inquiry

This type of inquiry letter is generally used for trade transactions and is a letter that is first sent to the buyer.

2. The Routine Inquiry

Just as the name suggests, this inquiry letter will generally be sent regularly when there is a request for goods from the buyer and has previously sent the inquiry letter frequently.

How to Send an Inquiry Letter

If we already know the steps in making an inquiry letter, then next we have to know how to send the letter. Well, the method is as follows:

The purchasing team who wants to obtain information related to suppliers or suppliers can get it from various specific sources, be it from the internet, magazines, or newspapers.

When the purchasing team is in accordance with the products offered by the supplier, the purchasing team can make a letter requesting a price list to the supplier and other important information regarding the product.

Then, the letter that has been sent from the purchasing team will be followed up regarding the item.

The process of sending letters from the purchasing team cannot be done carelessly. The company's management must examine the cost of expenses for product additions, namely by calculating losses or profits with a break-even point or what is commonly known as calculating BEP.

Along with the increasing development of technology, purchasing and suppliers can send letters using direct email which is more formal. Thus, sending letters can be done practically, economically, and efficiently.

Mechanisms Included in the Inquiry Letter

The mechanism contained in the inquiry letter will be closely related to the supplier's goods information to the buyer, which includes:

- Pattern of product or sample product, such as an example of goods in knowing the quality and quality of these goods
- Product selling price or price product
- Product catalog which can be in the form of a product magazine which contains the name of the item and a picture of the item.
- Price list of goods or pricelist product
- Letter of offer for goods or quotation
- Terms of payment
- Terms of delivery
- Delivery time
- Deadline for delivery of goods
- Method of dispatch or delivery of goods or Method of dispatch, transport, delivery

The delivery system itself can be done in three ways, such as using a truck, train, plane or ship. Afterward, buyers will also request information regarding the goods they have purchased.

The purpose of making an inquiry letter is as a means for the purchasing team to request product catalogs and other important information, and also respond to advertising letters obtained through product magazines, item price lists and also samples of goods.

In using the catalog, the goods provider or supplier must provide information related to the goods, such as the function of the goods, the specifications of the goods, the price of the goods, the name of the goods, and other information.

Inquiry Letter Example

Inquiry Letter

Sender Name
Sender's Title or Position
Sender's Organization Name
Sender Street Address
City, State, Zip Code

Date: DD/MM/YYYY

Recipient's Name
Recipient's Position or Title
Recipient's Organization Name
Recipient's Street Address
City, State, Zip Code

Dear (Name of the Hiring Manager)

I am _____ with qualifications in (Field Name) for _____ Years experience in the _____ industry.

I love the work your company does and feel that my experiences and skills can be an asset for your organization so I am inquiring from your for a job of this position _____ in your organization. I am currently employed at _____ as _____ (Position Title).

Looking forward to discuss with your about job opportunity further and if I may be considered to contribute to success of your organization _____ (organization name).

Sincerely,

Signatures

THE BIG CO.

Cilegon
West Java

Your ref.: DS/RC
2 July 2009
Our ref.: DL/RC
Thomas Co. Ltd.
Regent Street 435
London W.1.

Dear Madam,

Re.: Request for Catalogue

Thank you for your inquiry letter of 25 June 2009 and interested in our advertisement.

As requested, we enclose herewith the latest illustrated catalogue together with price list and the terms. Dispatch of product will be sent after we receive your order letter in two weeks and we could give 3% cash discount in 30 days from invoice date.

We are looking forward to your order soon.

Yours faithfully,

Mr. Gordon
Marketing Manager

Encl. catalogue