To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request for Product Information**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter to request information about one of your products, [mention Name of the Product]. I have seen the product online on your website but not very much information was available there.

Therefore, I would request you to kindly provide me with the detailed information about the aforesaid product. If I find it suitable, I will purchase it from you.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]