

REQUEST INFORMATION LETTER

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Introduction

There are at times when you are unable to get the exact information about a product from internet or any other mailers. At that time you can directly approach the company and request them to provide complete information regarding the product. Through this letter you can genuinely express your interest towards the product and willingness to buy the same, but before that you would like to have detailed information regarding the product.

Request Information letter Tips

Following points should be considered for writing an effecting information request letter:

- First and foremost it is vital that you should congratulate the company for the success of the product
- You must clearly state the reason of seeking detailed information regarding the product.
- Tone of the letter should be formal
- The wordings the letter should be such that it expressed your politeness while enquiring
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors

Sample Request Information letter

To,

Ms Patricia Coleman

Customer Care Manager

Joy Fruits Cosmetics

Atlanta

Date (Date on which letter is written)

From,

Suzanne Menesses

Atlanta

Sub: Requesting information on Wheat germ products

Dear Ms Coleman,

I would like to bring to your kind notice that your recently launched wheat germ range is capturing the market at a very fast pace. I have been your customer for the past six years and always trust the quality of your products. They indeed are effective too. I am keen to buy this wheat germ range of yours, so I would request if you could send me detailed information regarding this range. I am sure this would also be equally effective, but just want to reassure regarding the same.

I hope you will consider my request and send me catalogue regarding this range.

Thanking you,

Yours sincerely'

Suzanne Menesses

Request Information letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

You have recently launched a _____ in the market. I am truly impressed by the features and interested in buying the same, but before that I would like to have detailed information on maintenance and other issues. I am regularly purchasing your products and totally satisfied with the services for the past two years. Your customer service department is really very good. I would be very thankful to you if you could send me a detailed catalogue regarding the product, so that I can reassure myself before buying the same.

I hope you will consider my request and send me the details at the earliest.

Thanking you

Yours sincerely'

(_____)

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