

Sample Inquiry Letter

**Better Widget Makers, Inc.**

5555 Widget Avenue  
Silver City, CO 80456

September 26, 2003

Mr. Russ Hamilton  
Vice President, Sales and Marketing  
Golden Bread Company  
123 Loaf Street  
Silver City, CO 80451

Dear Mr. Hamilton:

Construction on the new employee cafeteria at Better Widget Makers, Inc. is nearing completion and I am looking for a supplier capable of fulfilling our weekly bakery needs.

Do you have an information packet that would help me project the cost of doing business with your company? We will need daily deliveries of pastries, pies, dinner rolls and sandwich bread. Our facility operates 24/7, Monday through Friday, with a flextime workforce of 1,500 employees. To complete my operational budget I will need the following information:

- Wholesale price sheets
- Quantity cost breaks
- Annual contract discounts
- Delivery and or any other service charges.

To submit my proposal to the finance committee at their October 20<sup>th</sup> meeting I will need to receive your information by the 10<sup>th</sup>. I will also need to meet with you after reviewing the requested materials. Please call me for an appointment at your earliest convenience. My personal extension is 216-8080, # 29.

In keeping with long-standing policy we would like to place this contract locally. I look forward to working with you and am hopeful that the Golden Bread Company can fulfill our needs.

Sincerely,

Ida Mae Knott  
Purchasing Agent