

Information or Quotation Inquiry (Inquiry in US English, Enquiry in UK English)

Example

Mr/Ms Your Name,
Via Paolo Sarpi, 8
Milano,
Lombardy,
20154,
800 224 089
info@worldbridge.it

6th June, 2016

Mrs Julie Smith,
XY Financial Services,
22 Elm Row,
London,
SW19 1EZ

Dear Mrs Smith,¹

I would appreciate some more information regarding your company's services². Could you please tell me more about the field of stock brokerage and investment funds that you offer? In particular, I would like to know the following:

- Do you run investment funds that are available to the public?
- What stock brokerage services you offer?
- What prices do you charge for your services?³

¹ Correct way to address somebody whose name you know, but who you don't know personally.

² First sentence is short, to the point, and addresses the purpose of the enquiry.

³ Bullet points that are written as complete sentences start with a capital letter and end with a suitable punctuation mark.

Thank you for taking the time to answer my questions. I look forward to hearing back from you.

Yours sincerely, ⁴

Mr Christy Keenan

Per maggiori informazioni e altri esempi di lettere formali visita:
<http://worldbridge.it/blog/corsi-di-lingua-inglese/lettera-formale-inglese>

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⁴ Correct way to sign off if you know the person's name but you don't know them personally.