

## Request for Information Letter

[Your name]

[Your address]

[Your contact information]

[Date (Date on which letter is written)]

[Name of the Recipient]

[Address of the Recipient]

[Contact Information of the Recipient]

Sub: \_\_\_\_\_

Dear \_\_\_\_\_,

I am very pleased with the features of your \_\_\_\_\_ that you recently launched in the market, and I am interested in purchasing it. However, before I do, I would like more information on maintenance and other potential issues. Additionally, I have been a regular customer of yours for the past two years and have been completely satisfied with your product quality as well as services. Your customer service department is excellent.

Thank you for your time and attention. I'm writing to you because I'm interested in purchasing a hot tub from your company. Please send me a detailed catalog of the product so that I may verify if it is what I want before making my purchase.

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

Thanking you

Yours sincerely,

(\_\_\_\_\_)