**(LETTERHEAD OR SENDER'S ADDRESS)**

**DATE: /2014**

**To: Ms. Prosigma general Ttrading LLC**

**Dubai, deira**

**P.O.Box 122146 Dubai**

**Fax 00971 4 4516705**

**Email info@springflowerlogistics.com**

**Attention: Engineer Malek Machmouchi**

**Mobile 00971 50 5805522**

**LETTER OF INQUIRE**

Our company looking next product:

|  |  |
| --- | --- |
| **Product name:** | (brand/type/grade); |
| **Size:** | (0-10 mm/10-70 mm); |
| **Chemical composition:** | (Fe% and so on); |
| **Delivery destination:** | (country destination (the final country recipient of goods)); |
| **Quantity:** | (minimum and maximum amount, мt/month); |
| **Delivery time:** | (month, year); |
| **Extraction method:** | (By ship in bulk/rail car/ISO-container); |
| **Delivery basis:** | (DAF/FOB, rail way station/loading port); |
| **Terms of payment:** | (100% advance payment); |
| **Approximate price:** | (price range, $/mt); |
| **Special conditions:** |  |

***Kind regards, (closing)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)**

**(printed name), (position of sender)**

**Cell phone:**

**Skype:**

**Email**: