**(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); |
| **Quality:** | (TU/GOST, specification); |
| **Delivery destination:** | (the destination country (the final recipient-country of product)); |
| **Quantity:** | (minimum and maximum amount, mt/month); |
| **Delivery time:** | (month, year); |
| **Extraction method:** | (ISO-container/rail car/ etc.)); |
| **Delivery basis:** | (DAF /FOB, final station / Port (Incoterms 2000); |
| **Price formation:** | (fixed/formula according to the quotations); |
| **Terms of payment:** | (advance payment or another); |
| **Approximate price:** | (a price range ($/mt)); |
| **Special terms:** |  |

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

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

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

**Full name:**

**Cell phone:**

**Skype:**

**Email**