

Hi,

My name is John, and I am with XYZ Company.

I am interested in placing an order for Widget A. Before I do, however, I just have a few questions:

1. What is your minimum order quantity?
2. What is your cost per unit, and at what quantity levels do you offer quantity discounts?
3. What are your payment terms for new customers?

I would also like to order a sample of Widget A before placing a full order. Can you please send me the cost for the sample, including shipping charges, to:

John Doe

80 Spadina Ave., Floor 4

Toronto, ON M5V 2J4

Canada

Thank you.

John,
XYZ Company
www.xyzcompany.com
416-444-4444