

نمونه نامه انگلیسی استعلام شماره چهار  
**ENQUIRY LETTER SAMPLE 4**

Dear Sirs,

We have read an advertisement/ article in “Office News” about your range of visible record system filing cabinets. We are interested in introducing a new/modern/ novel filing system in our main office. We also wish to install an electronic system for the storage and retrieval of data.

Please send us price list and catalogue of your manual and electronic data processing systems, quote price FOB London if possible. We are particularly interested in type TW37, so we would be glad if you would provide/ enclose more detailed information about this particular model.

We look forward to hearing from you soon.

Yours faithfully,