Mr. XXX

Senior Executive Manager

Marketing Department

XXX Manufacturers & Suppliers Pvt. Ltd

Chicago, United States.

DATE

Subject: Launch date of the new product- inquiry.

Respected Mr. XXX

I am Frieda XXX and I own a retail shop down in Brooklyn, where is sell all consumer and electronic products. The reason with which I write this letter is to inquire about the status of a new product.

In April this year the company announced that it will be launching a new model of food processor. The announcement stated that the product will be launched somewhere in mid- September

It would be really helpful if you could inform me about the date on which the company now plans to launch the product and the date on which the product will be supplied to stores in New York.

With Regards

Mrs. XXX