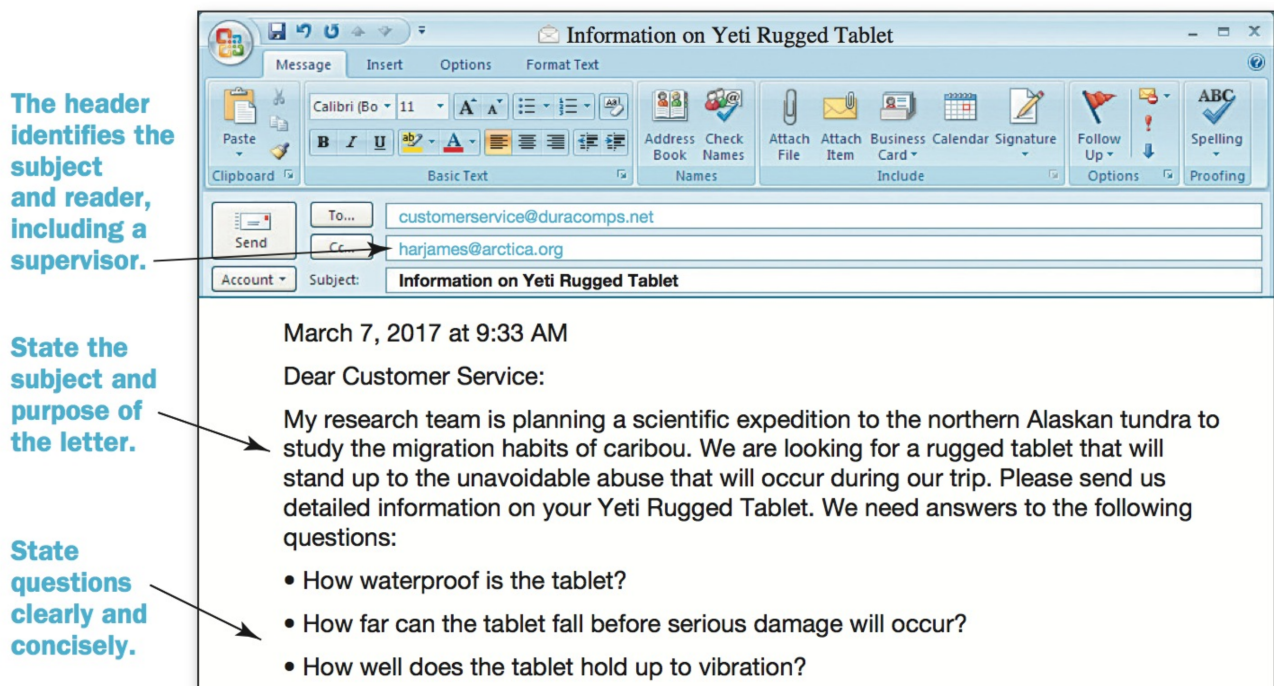


Figure 6.2 Inquiry E-mail

An inquiry needs to be clear about the information being sought. In this e-mail, notice how the writer has listed her questions in an unmistakable way.



the letter.

State questions clearly and concisely.

Offer something in return.

Thank the readers.

Provide contact information.

study the migration habits of caribou. We are looking for a rugged tablet that will stand up to the unavoidable abuse that will occur during our trip. Please send us detailed information on your Yeti Rugged Tablet. We need answers to the following questions:

- How waterproof is the tablet?
- How far can the tablet fall before serious damage will occur?
- How well does the tablet hold up to vibration?
- Does the tablet interface easily with GPS systems?
- Can we receive a discount on a purchase of 20 tablets?

Upon return from our expedition, we would be willing to share stories about how your tablets held up in the Alaskan tundra.

Thank you for addressing our questions. Please respond to these inquiries and send us any other information you might have on the Yeti Rugged Tablet. Materials can be sent to me at Arctic Information Associates, 2315 Broadway, Fargo, ND 58102. I can also be contacted at 701-555-2312 or salvorman@arcticia.org.

Sincerely,

Sally Vorman, Ph.D.

Arctic Specialist
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