

Business Offer Letter for Product Supply

A **business offer letter** for product supply is a formal document used by suppliers to propose terms and conditions for providing products to potential clients. It outlines key details such as product descriptions, pricing, delivery schedules, payment terms, and validity period of the offer. Including a sample in the letter helps clarify expectations and facilitates smoother negotiations by providing a clear example of the proposed agreement. This document is essential for establishing transparent communication and building trust between businesses involved in product supply transactions.

Sample Business Offer Letter for Product Supply

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address] | [Phone Number]

Date: [Insert Date]

To,

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Offer for Supply of [Product Name]

Dear [Recipient Name],

We are pleased to introduce our company, **[Your Company Name]**, a leader in [industry/nature of business]. We would like to formally offer our products, **[Product Name/Product Category]**, for your consideration. Below are the details of our offer:

1. Product Description:

[Provide a brief description of the product(s) being offered, including specifications, sizes, models, etc.]

2. Pricing:

[State the prices for each product or provide a detailed price list as an attachment.]

3. Minimum Order Quantity:

[Specify the MOQ, if any.]

4. Delivery Schedule:

[Outline expected lead time and delivery arrangements.]

5. Payment Terms:

[State the agreed payment terms, such as advance payment, credit period, etc.]

6. Offer Validity:

[State the validity period of the offer/quote, e.g., valid for 30 days.]

7. Other Terms & Conditions:

[Mention any additional terms, such as warranty, after-sales support, return policy, etc.]

We believe our products will add value to your business. Kindly find the enclosed sample/product brochure for your reference. Should you require further clarifications or wish to discuss this offer, please feel free to reach out to us at [contact details].

We look forward to establishing a successful business relationship with your esteemed organization.

Thank you for considering our offer.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]