

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier/Manufacturer Name]  
[Contact Person, if known]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Product Color and Finish Specifications

Dear [Supplier/Contact Name],

I am writing to request detailed information about the color and finish specifications for your [product name or SKU, if known]. As we are currently evaluating suppliers for an upcoming project/order, it is essential for us to ensure that the products meet specific quality standards and aesthetic preferences.

Could you please provide the following details regarding your product's color and finish options:

- Available color options (including color codes or swatches, if possible)
- Details on texture and surface finish (e.g., matte, glossy, satin, textured, etc.)
- Information about coating or painting processes used
- Durability and resistance specifications (e.g., scratch resistance, UV stability, etc.)
- Minimum order quantities for custom finishes or colors
- Lead time and any additional costs related to specific finishes or color customization

If you have product catalogs, samples, or technical datasheets that illustrate your available options, kindly include them in your reply. This information will assist us in making an informed decision and ensuring that we select products that align with our project requirements.

Thank you in advance for your assistance. Please feel free to contact me if you need further details regarding our specifications or if you have any questions.

I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]