

# Sample Inquiry Letter for Product Packaging and Labeling Specifications

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier/Manufacturer Name]

[Supplier/Manufacturer Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Product Packaging and Labeling Specifications

We are currently preparing for the production and distribution of [product name(s)] and are seeking detailed information regarding your product packaging and labeling options and compliance capabilities.

To ensure that our products meet both internal brand standards and all applicable regulatory requirements, we kindly request the following information:

- Detailed descriptions of available packaging materials (e.g., type, sustainability, strength, and certifications)
- Packaging design options and customization capabilities (dimensions, color schemes, printing, branding, etc.)
- Labeling specifications, including placement, material, ink, and process details
- Compliance with local and international regulations (such as FDA, EU, ISO standards, etc.)
- Minimum order quantities and lead times for both packaging and labeling services
- Sample availability and evaluation process
- Cost estimates for different packaging and labeling options
- Any additional support or documentation you offer regarding packaging and labeling compliance

We would greatly appreciate receiving this information at your earliest convenience to facilitate our decision-making process. Should you require any further details regarding our product or specific branding requirements, please do not hesitate to contact me directly.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]