

Sample Inquiry Letter: Minimum Order Quantity Inquiry

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

[Country]

Dear [Supplier's Contact Person],

I am writing on behalf of [Your Company Name] to inquire about your minimum order quantity (MOQ) requirements for the products we are interested in purchasing. We are considering establishing a business relationship with your company and would appreciate further information regarding your sales and supply terms.

Could you please provide us with the following details for the products listed below:

- The minimum order quantity (MOQ) for each product
- Unit prices based on MOQ and for higher volume orders
- Delivery timelines and shipping terms
- Payment terms and accepted methods
- Any flexibility in MOQ or pricing for trial or bulk orders

Product(s) of Interest:

[List specific products, model numbers, or categories]

If possible, please send us your latest product catalog and price list. We aim to make purchasing decisions shortly and would appreciate your prompt response so that we can consider your terms in our procurement planning.

Thank you for your cooperation. We look forward to your reply and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email Address]

[Your Phone Number]