

Sample Letter of Inquiry for Seasonal Product Availability

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

[Supplier's Name]
[Supplier's Position/Title]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing to inquire about the availability of your **[specific product name]** for the upcoming **[season/year]**. As a [briefly describe your business or requirement, e.g., retailer, distributor, event planner], we are interested in obtaining information regarding the availability, pricing, and delivery schedules for this seasonal product.

- **Product Name:** [Specific Product Name]
- **Quantity Required:** [Desired Quantity]
- **Expected Delivery Date:** [Preferred Delivery Timeline]
- **Special Requirements:** [Any special packaging, size, or specifications]

Kindly let us know if the above-mentioned product will be available during the upcoming season, as well as any relevant details on order minimums, advance ordering deadlines, and payment terms. If you have a product catalog or brochure, please include it with your response.

We appreciate your prompt attention to this matter and look forward to your reply. Should you require any further information, please do not hesitate to contact me directly at [your phone number] or [your email address].

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