

Supplier Inquiry Letter with Follow-Up Correspondence Sample

A **supplier inquiry letter with follow-up correspondence sample** serves as a professional template for initiating communication with potential suppliers, requesting product information, pricing, and terms of service. It also includes structured follow-up messages to ensure timely responses and clarify any additional questions, facilitating effective supplier evaluation and procurement decisions.

Initial Supplier Inquiry Letter

Subject: Product Inquiry - [Product Name/Category]

Dear [Supplier Name],

I am writing on behalf of [Your Company Name] to inquire about your [products/services], specifically [Product Name or Description]. We are currently exploring options to partner with suppliers that can meet our quality standards and competitive pricing requirements.

Please provide us with the following details:

- Product specifications and available variants
- Minimum order quantities (MOQs)
- Pricing and bulk discounts
- Lead times and delivery terms
- Payment terms
- Any certifications or quality assurance measures

We would appreciate receiving your response by [desired timeframe]. If you require additional information to process our request, please let us know.

Thank you for your attention. We look forward to the possibility of working with you.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Follow-Up Correspondence Sample

Subject: Follow-Up: Inquiry on [Product Name/Category]

Dear [Supplier Name],

I am following up regarding my previous inquiry sent on [date of original inquiry] about your [Product Name or Description]. We are eager to review your offerings and move forward with our supplier evaluation process.

If you need any additional information from our side, please let us know. Kindly advise on the status of our request at your earliest convenience.

Thank you for your prompt attention.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Second Follow-Up (if required)

Subject: Second Follow-Up: Inquiry on [Product Name/Category]

Dear [Supplier Name],

This is a gentle reminder regarding our previous inquiries dated [date of first inquiry] and [date of first follow-up]. We have not yet received your response and would like to ensure that our request is being processed.

Your timely feedback is important to our decision-making, and we would appreciate your reply by [new deadline, if any]. Please let us know if there are any issues or clarification needed.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]