

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

[Recipient Name]  
[Recipient Position]  
[Supplier Company Name]  
[Supplier Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to enquire about the delivery terms for the products we are interested in sourcing from your company. In order to facilitate a smooth transaction and timely receipt of our order, we would appreciate it if you could provide clarification on the following points:

- **Shipping Methods:** What shipping options are available, and which courier services do you typically use?
- **Delivery Schedule:** What is the estimated lead time from order confirmation to delivery at our location?
- **Payment Conditions:** Could you please specify your standard payment terms and options?
- **Return Policies:** What is your policy regarding the return or replacement of goods that are found to be defective or do not meet our specifications?

If you could send us a copy of your standard delivery and payment terms, we would greatly appreciate it. Please feel free to include any additional information that may be relevant to our order process.

Thank you in advance for your prompt attention to this matter. We look forward to your reply and hope to establish a successful business relationship with your company.

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