

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Supplier/Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]  
[Country]

Subject: Product Sample Enquiry

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to formally request product samples for evaluation purposes. We are currently in the process of assessing potential suppliers for our upcoming projects and are particularly interested in the following items:

- [Product Name/Code 1] – [Brief Description]
- [Product Name/Code 2] – [Brief Description]
- [Add additional items as applicable]

To facilitate our review, we kindly request that the samples be delivered by **[Preferred Delivery Date]** to the address provided below. Please ensure the samples are adequately packed and, if necessary, include any special handling instructions as outlined below. If there are any charges associated with the provision or delivery of these samples, please inform us in advance.

**Delivery Details:**

[Your Name / Receiving Contact Name]  
[Your Company Name]  
[Delivery Address Line 1]  
[Delivery Address Line 2]  
[City, State, Zip Code]  
[Country]  
[Contact Phone Number]  
[Email Address]

**Special Handling Instructions:** [Specify if applicable, or indicate "None."]

We emphasize the importance of timely and accurate delivery to aid our assessment and decision-making process. Should you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your prompt attention to this request. We look forward to your positive response and the opportunity to explore a mutually beneficial business relationship.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Phone Number]  
[Email Address]