

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Product Samples

I am writing on behalf of [Your Company Name], and we are currently exploring potential suppliers for [specific product or category]. We have reviewed your company's product offerings and are very interested in evaluating your products for a possible business partnership.

To facilitate our decision-making process, we kindly request samples of the following products:

- [Product Name/Model, Quantity, Specifications]
- [Product Name/Model, Quantity, Specifications]
- [Add more products as necessary]

Please include technical datasheets, pricing information, and any other relevant details regarding these products. It would also be helpful if you could inform us about your usual lead times and terms of delivery for bulk orders.

Should you require any further information regarding our request or company profile, please feel free to contact me directly at [Your Email Address] or [Your Phone Number].

We appreciate your prompt attention to this enquiry and look forward to your favorable response. Thank you for considering our request.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]