

Inquiry Letter for Customized Product Specifications

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally inquire about the possibility of ordering a customized version of your [Product Name]. We are interested in adapting certain specifications to better fit our unique requirements.

Please provide detailed information regarding the options available for customization, including but not limited to:

- Dimensions and sizing
- Material choices
- Color and finish options
- Specific features and functions
- Packing and labeling preferences
- Minimum order quantity and pricing for tailored products
- Estimated production time and delivery schedules

Additionally, please advise on your process for handling customized orders, including sample production, approval procedures, and quality assurance measures. Should you require more detailed information regarding our required specifications, kindly let us know so that we may provide you with further details or technical drawings.

We appreciate your attention to this inquiry and look forward to your prompt reply, including relevant catalogs or documents that may help us make an informed decision.

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]