

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

Subject: Inquiry Regarding Product Specifications

I am writing on behalf of [Your Company Name] to inquire about specific product details for your [Product Name/Model or Product Category]. We are currently in the process of reviewing products that meet our requirements and would appreciate it if you could provide us with comprehensive information regarding the following specifications:

- Product features and functionalities
- Dimensions and available sizes
- Materials used in manufacturing
- Quality and safety standards certifications
- Color and design options
- Packaging details
- Minimum order quantity (MOQ) and pricing
- Lead time and delivery schedule
- Warranty and after-sales service information

Kindly provide the requested details at your earliest convenience. If you have related product catalogues, brochures, or technical datasheets, please include them in your response.

We look forward to your prompt reply and hope to establish a mutually beneficial business relationship.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Information: Phone, Email]