

Sample Business Enquiry Letter for Product Supply Deal

[Your Company Letterhead]

[Your Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

[Supplier's City, State, ZIP Code]

Subject: **Business Enquiry for Product Supply Deal**

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to enquire about the possibility of establishing a business relationship with your esteemed company for the supply of [specific product(s)]. We have reviewed your product portfolio and are interested in sourcing the following items:

- **Product:** [Product Name or Code]
- **Specification/Quality:** [Describe required quality, specifications, etc.]
- **Quantity:** [Quantity required]
- **Delivery Timeline:** [Expected delivery schedule/date]

Kindly provide us with the following information:

- Latest price quotations for the above products
- Available discounts for bulk purchases
- Payment terms and conditions
- Lead times and delivery options
- Product catalog or specifications sheet (if available)
- Details regarding after-sales service and warranty (if applicable)

We look forward to your prompt response to facilitate further discussion and hope to establish a long-term and mutually beneficial partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]