

[Your Company Letterhead]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Supplier/Manufacturer Name]  
[Contact Person, if known]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Product Samples and Quotations

Dear [Supplier/Contact Person],

I am writing on behalf of [Your Company Name] to inquire about your product offerings and to request samples and quotations for our evaluation. We are currently sourcing new suppliers for [briefly describe the type of products you are interested in, e.g., electronic components, textile materials, etc.] and your company has been recommended to us as a reputable manufacturer/supplier in this industry.

Could you please provide us with details regarding the following:

- Availability of product samples for **[list specific products, models, or specifications as appropriate]**.
- Comprehensive quotations, including unit prices, minimum order quantities, delivery times, payment terms, and any available bulk discounts.
- Product catalogs, brochures, or technical documentation, if available.

We are looking forward to receiving the samples and quotations at your earliest convenience, as these will assist us in making our purchasing decisions. If you require any further information or clarification regarding our requirements, please do not hesitate to contact me directly.

Thank you in advance for your cooperation and prompt response. We hope this will be the beginning of a mutually beneficial business relationship.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]