

[Your Name]
[Your Position/Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Position/Department, if known]
[Supplier's Company Name]
[Supplier's Company Address Line 1]
[Supplier's Company Address Line 2]
[City, State, Zip Code]

Subject: Detailed Inquiry for Product Availability and Minimum Order Requirements

Dear [Supplier's Name],

I hope this message finds you well. I am writing on behalf of [Your Company/Organization] to inquire in detail about the availability of the following products:

- Product Name/Code: [Specify Product 1]
- Product Name/Code: [Specify Product 2]

We are particularly interested in understanding the following details to facilitate our procurement process:

1. **Current Stock Status:** Kindly confirm the availability and current stock levels for each of the listed products.
2. **Minimum Order Requirements:** Please specify the minimum order quantity (MOQ) for each item along with any batch or lot restrictions.
3. **Product Specifications:** Provide detailed specifications or data sheets, including model numbers, sizes, colors, or any options available.
4. **Pricing and Discounts:** Enclose your latest price list and inform us of any quantity-based discounts or special pricing that may apply.
5. **Payment Terms and Conditions:** Inform us of the payment terms, accepted payment methods, and any deposit requirements.
6. **Delivery Timelines:** Kindly provide estimated lead times for order processing and delivery to [Destination/Location].
7. **Shipping Terms:** Let us know the available shipping options, associated charges, and the Incoterms applied.
8. **Return/Exchange Policy:** Please share your procedures and policies for returns, replacements, or exchanges in the event of defects or discrepancies.
9. **Other Requirements:** Advise if there are any additional requirements, certifications, or documentation necessary for procurement or import.

We would appreciate it if you could send us the above information at your earliest convenience. Should you have a product catalog or any brochures, kindly include them as well.

Please do not hesitate to contact me if further clarification is needed. We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Thank you very much for your attention and cooperation.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company/Organization]