

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Supplier Company Name]  
[Supplier Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company Name] to express our interest in your [specific product name/model/series], as featured in your recent catalogue/website. As part of our evaluation process, we would like to request product samples for quality assessment and performance testing by our technical team.

Could you kindly provide detailed information regarding the cost of the requested product samples, including any applicable shipping and handling charges? Additionally, we would appreciate it if you could advise us on:

- Minimum order requirements for samples, if any
- Available payment terms and methods
- Estimated lead time for sample delivery
- Any conditions or policies related to sample procurement

Your prompt response to our enquiry will be greatly appreciated, as it will assist us in expediting our decision-making and procurement process. Should you require further details regarding our request or company profile, please do not hesitate to contact me at the above-mentioned email address or phone number.

Thank you very much for your time and cooperation. We look forward to your reply.

Yours sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company Name]