

Sample Inquiry Letter for Supplier Contact Information

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

[Supplier Name]
[Supplier Company Name]
[Supplier Address]
[City, State, ZIP Code]

Dear [Supplier Contact Person],

I hope this message finds you well.

I am writing on behalf of [Your Company Name] to request your complete contact information for future correspondence regarding potential product procurement. We are interested in learning more about your products and would like to establish a line of communication to discuss possible business opportunities.

Could you please provide us with the following details:

- Company address
- Telephone and fax numbers
- Email addresses of relevant contacts
- Website (if available)
- Product catalog or details

We appreciate your prompt attention to this request and look forward to your response. Please feel free to contact me if you need any further information from our side.

Thank you very much for your cooperation.

Sincerely,

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