

# Customer Inquiry Letter for Product Information and Payment Terms

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

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

Dear [Recipient Name],

I am writing to inquire about the [specific product(s) name or product category] that your company offers. We are interested in understanding more about the features and specifications of these products to determine if they meet our current requirements.

Specifically, I would appreciate it if you could provide detailed information regarding:

- Product features and technical specifications
- Available models, sizes, or variations
- Current pricing and discounts, if any
- Order quantities, minimum order requirements, and bulk purchase options
- Availability and estimated lead times
- Shipping options, delivery schedules, and associated costs

In addition, we would like to know the following details regarding your payment terms:

- Accepted payment methods
- Credit terms and eligibility criteria
- Any early payment discounts or special offers
- Return and refund policies

Please send us your latest product catalog and any relevant brochures, along with a quotation that includes all applicable conditions.

We look forward to your prompt response so that we may proceed with our procurement process. Should you require any additional information from our end, please do not hesitate to contact me.

Thank you for your attention to this inquiry.

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