

Inquiry Letter Sample for Customized Product Price List

This **inquiry letter sample for customized product price list** provides a formal template to request detailed pricing information tailored to specific product requirements. It is designed to communicate clearly with suppliers, ensuring that the buyer obtains accurate quotes based on custom specifications. This sample helps streamline the communication process, facilitating efficient negotiation and decision-making regarding customized orders for products and services.

Sample Inquiry Letter

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

Date: [Insert Date]

To:

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

Dear [Supplier's Name],

I am writing to inquire about the availability and pricing of customized **[product name(s)]** that your company offers. We are currently seeking products that meet the following specific requirements:

- Product Specifications: [List detailed specifications such as size, material, color, capacity, etc.]
- Quantity Required: [Insert quantity]
- Other Custom Features: [Specify any additional customization or branding needs]

We kindly request you to provide us with your best price list for these customized products, including any applicable discounts for bulk purchases. Additionally, please advise on the minimum order quantity, estimated lead time, payment terms, and shipping options available.

If you have any product catalogs or brochures, please include them with your response. Should you need further details to prepare an accurate quotation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this inquiry. I look forward to receiving your detailed proposal.

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