

Date: [Insert Date]

To:

[Supplier/Manufacturer Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]

Subject: Request for Price List for Distributors

Dear [Supplier/Manufacturer Name],

I am writing on behalf of [Your Company Name], a distributor specializing in [briefly mention your product focus/industry]. We are very interested in establishing a business relationship with your esteemed company and would like to inquire about your current price list for distributors.

Please provide us with detailed pricing information for the following products:

1. [Product Name/Model/Specification]
2. [Product Name/Model/Specification]
3. [Product Name/Model/Specification]

(Add more items as needed)

Kindly include the following details for each product:

- Minimum order quantity
- Bulk order discounts (if any)
- Payment terms and conditions
- Delivery lead times
- Shipping terms (FOB, CIF, etc.)

Your prompt response would be greatly appreciated, as we are looking to make procurement decisions in the near future. Please feel free to contact us at [your phone number] or [your email address] should you need further information or clarification regarding our inquiry.

Thank you for your attention, and we look forward to receiving your comprehensive price list soon.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]