

Inquiry Letter Sample for Product Price List Request

Date: [Insert Date]

[Your Name]

[Your Position/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to inquire about the products you offer. We are interested in establishing a business relationship with your esteemed company and would appreciate it if you could provide us with your current price list for the following products:

- [Product 1]
- [Product 2]
- [Product 3]

In addition to the price list, kindly include information regarding available discounts for bulk orders, payment terms, and estimated delivery schedules. If you have a product catalog or brochure, please attach it as well.

We look forward to receiving your detailed quotation at your earliest convenience. Please do not hesitate to contact me should you require further information regarding our requirements.

Thank you very much for your prompt attention to this matter. We look forward to your positive response and to the possibility of working together.

Best regards,

[Your Name]

[Your Position/Title]

[Your Company Name]