

Product Inquiry Letter with Follow-up Response Template

A **product inquiry letter with follow-up response template** serves as a professional tool for businesses to request detailed information about a product and subsequently receive a structured reply from the supplier or manufacturer. This template streamlines communication by clearly outlining the customer's questions, specifications, and expectations, while the follow-up response ensures timely clarification or additional details, fostering a transparent and efficient dialogue that supports informed purchasing decisions and strengthens business relationships.

Product Inquiry Letter Template

[Your Name]
[Your Position/Title]
[Company Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Supplier/Manufacturer Name]
[Supplier Address]
[City, State, ZIP Code]
Subject: Inquiry Regarding [Product Name/Model Number]
Dear [Recipient's Name],
I am writing on behalf of [Your Company Name] to request more information about your [Product Name/Model Number] as listed on [source/platform/website]. We are interested Specifically, we would appreciate if you could provide details regarding:
- Product specifications (e.g., dimensions, materials, features)
- Pricing and available discounts for bulk orders
- Minimum order quantity (MOQ)
- Lead time for production and delivery
- Warranty, after-sales service, and return policy
- Payment terms and preferred methods
- Any available certifications or compliance with relevant standards
Should you have a product catalog or brochure, kindly attach it to your response. We look forward to your prompt reply so we may proceed with our procurement planning. Thank you in advance for your attention to this inquiry.
Sincerely,
[Your Name]
[Your Position]
[Your Company]

Follow-up Response Template

[Supplier's Name]
[Supplier's Position/Title]
[Supplier Company Name]
[Supplier Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Company Name]
Subject: Response to Product Inquiry â€“ [Product Name/Model Number]
Dear [Recipient's Name],
Thank you for your interest in our [Product Name/Model Number] and for your detailed inquiry. Please find below the requested information:
- **Product Specifications:** [Specify dimensions, materials, features, etc.]
- **Pricing & Discounts:** [Indicate price per unit, bulk discounts, promotions]
- **Minimum Order Quantity:** [State MOQ]
- **Lead Time:** [Specify production/delivery timeframe]
- **Warranty & After-sales:** [Outline warranty, after-sales support, and return policy]
- **Payment Terms:** [List accepted payment methods and terms]
- **Certifications:** [List relevant certifications or standards compliance]
Attached is our latest product catalog for your reference. Should you have any further questions, feel free to reach out. We appreciate your interest in our products and h
Best regards,
[Supplier's Name]
[Supplier's Position]
[Supplier Company Name]