

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Enquiry for Product Information and Detailed Specifications

Dear [Recipient Name],

I am writing on behalf of [Your Company Name], and we are interested in learning more about your [product name/model number] as listed on your website/catalog. We are considering your product for our upcoming procurement and would appreciate it if you could provide comprehensive information regarding the following aspects:

- **Product Features:** Please provide a detailed description of the features and unique selling points of the product.
- **Specifications:** We would appreciate information on materials used, dimensions, weight, and available color options.
- **Minimum Order Quantity (MOQ):** Please specify the minimum order quantities and any volume discounts.
- **Pricing:** Kindly provide your current price list, including bulk pricing options, and information on any applicable taxes or additional charges.
- **Lead Time:** We would like to know your estimated production and delivery timelines once an order is placed.
- **Warranty & After-Sales Support:** Please detail any warranties, guarantees, and after-sales services offered with the product.
- **Certifications & Compliance:** Are there any quality or safety certifications (e.g., ISO, CE, RoHS) that the product conforms to?
- **Payment Terms:** Please specify your preferred payment methods and terms.

Additionally, if you have brochures, product samples, or technical datasheets, we would appreciate it if you could send them to us for further evaluation.

Thank you in advance for your prompt response. Should you require further information regarding our requirements, please do not hesitate to contact me at [your email address] or [your phone number]. We look forward to your detailed reply and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]