

Business-to-Business Inquiry Letter Template

Instructions: Replace bracketed text with your specific information. Tailor the content as needed to fit your company's objectives and the specific collaboration opportunity.

[Your Company Letterhead or Logo]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP]

Subject: [Inquiry Regarding Potential Collaboration]

Dear [Recipient Name],

Introduction

I am writing on behalf of [Your Company Name]. We are interested in exploring potential opportunities for collaboration between our organizations. [Briefly introduce your business and your core product/services in 1-2 sentences.]

Purpose of the Inquiry

We have been impressed by [Recipient Company Name]'s reputation in the [industry/sector] and believe that a partnership could be mutually beneficial. [State your specific interest-supply partnership, joint venture, distribution, etc.-and why you are reaching out now.]

Request for Information

To further evaluate the possibilities, we kindly request the following information:

- [e.g., Product/service offerings relevant to the collaboration]
- [e.g., Current partnership models or terms]
- [e.g., Availability for an introductory meeting or call]

If there are additional details or requirements from your end, please let us know so we can prepare accordingly.

Closing

We are excited about the potential of working together and look forward to your response. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this opportunity further.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]

This template is provided for guidance and should be customized for your specific business context and needs.