

## Formal Letter Template: Enquiry About New Product Sample

[Your Name]  
[Your Position/Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Supplier/Manufacturer Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the availability of samples for your new product, [Product Name/Description]. Our company, [Your Company Name], is considering expanding our current product range and we are keen to evaluate the suitability of your latest offering.

Could you please provide us with detailed information on the product specifications, sample availability, and any terms and conditions associated with receiving a sample? Additionally, if you have a product catalogue or brochure, kindly include it with your response.

We would appreciate your prompt attention to this request, as we are currently reviewing potential suppliers for a forthcoming project. Please let us know if there are any specific procedures to follow or forms to complete for sample requests.

Thank you for your assistance. I look forward to your positive response.

Yours sincerely,  
[Your Name]  
[Your Position/Title]