

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

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

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to express our interest in exploring the range of products offered by [Supplier's/Company Name]. As we are currently seeking reliable partners for wholesale procurement, we are keen to learn more about your offerings and pricing structure.

We kindly request you to provide us with your most recent wholesale catalog or product list, including relevant details such as unit prices, minimum order quantities, bulk order discounts, and terms of sale. This information will assist us in reviewing your products and making informed decisions regarding potential purchases.

Please let us know if there are specific procedures required to proceed with the wholesale inquiry or if additional documentation is needed from our end.

We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company Name]