

Sample Business Letter for Requesting Product Information from Supplier

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to request detailed information regarding your products. We are interested in learning more about the range of [type of product(s)] you are interested in, e.g., electronic components, office furniture, etc.] that you offer.

Specifically, we would appreciate if you could provide us with the following details:

- Product specifications and available models
- Current pricing and bulk order discounts
- Availability and estimated delivery times
- Minimum order quantities and payment terms
- Warranty and after-sales support policies

Our company is considering sourcing these products for a new project, and your prompt response will help us make an informed decision. Please also send any relevant catalogs, brochures, or product datasheets if available.

Thank you very much for your attention to this request. We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]