

# Sample Inquiry Letter for Product Availability and Price Quotation

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

**Date:** [Insert Date]

**To:**

[Supplier/Manufacturer Name]  
[Supplier Address]  
[City, State, ZIP Code]

**Subject:** Inquiry about Product Availability and Price Quotation

Dear [Supplier Contact Person's Name],

I am writing on behalf of **[Your Company Name]** to inquire about the availability and price quotation for the following products:

- [Product Name/Code 1] - [Specifications/Quantity]
- [Product Name/Code 2] - [Specifications/Quantity]
- [Product Name/Code 3] - [Specifications/Quantity]

Kindly provide us with the following details for each product listed above:

- Availability (in stock or lead time if out of stock)
- Unit price and total price for requested quantities
- Bulk order or volume discount options
- Minimum order quantity, if applicable
- Payment and delivery terms
- Estimated delivery timeframes

Please also attach your latest product catalog or datasheet, if available. We would appreciate receiving your quotation at your earliest convenience, as we are looking to finalize our purchasing decision soon.

Should you require any further information or clarification regarding our requirements, do not hesitate to contact me by email or phone.

Thank you in advance for your attention to this matter. We look forward to your prompt response.

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