

Sample Inquiry Letter Requesting Catalog and Discount Information

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

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

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to express our interest in your range of products. We are continually seeking reputable suppliers with high-quality offerings and competitive pricing to meet our business requirements.

We would appreciate it if you could send us your latest product catalog, including detailed descriptions and specifications. Additionally, we would like information regarding your pricing structure and any discount programs or bulk purchase incentives you may offer.

Understanding your product availability, lead times, and terms for discounts will greatly assist us in evaluating your offerings and considering potential collaboration opportunities.

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

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