

Sample Inquiry Letter for Supplier Product Specifications

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

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

Subject: Request for Product Specifications

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to request detailed product specifications for the [product name or category] your company offers. As part of our procurement process, we require comprehensive information to assess the suitability of your products for our needs.

Please provide the following details for the products in question:

- Product features and available models/variants
- Materials used in manufacturing
- Dimensions and weight
- Pricing information
- Minimum order quantity and bulk discounts (if any)
- Availability and typical lead times
- Quality certifications or compliance standards met
- Warranty and after-sales service terms

We kindly request you to include technical datasheets, brochures, or any other supporting documentation available. Your prompt response will assist us in making an informed decision and help initiate further discussions regarding potential collaboration.

Thank you for your time and assistance. We look forward to your prompt and detailed response.

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