

Sample Inquiry Letter for Supplier Warranty and Return Policy

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address Line 1]
[Supplier's Address Line 2]
[City, State, ZIP Code]

Subject: Inquiry Regarding Warranty and Return Policy

Dear [Supplier's Name],

I hope this message finds you well. We are considering your products for our current and future requirements and would appreciate further information to ensure a smooth and mutually beneficial collaboration.

Specifically, we kindly request details regarding the warranty and return policy applicable to your products. Please clarify the following points:

- Duration and coverage of product warranties (including any exclusions or limitations)
- Procedures for claiming warranty service or support
- Conditions and timeframes for returns, exchanges, or refunds
- Required documentation for processing returns or warranty claims
- Responsibility for shipping costs in the event of returns or faulty items

A comprehensive understanding of your warranty and return procedures will enable us to make informed purchasing decisions and strengthen our ongoing business relationship. Please include any relevant documents or terms and conditions relating to your warranty and return policy.

Thank you in advance for your prompt and detailed response. Should you need any additional information from our side, please do not hesitate to let me know.

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