

Date: [Insert Date]

To,
The Sales Manager
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Subject: Enquiry for Customized Product Details

Dear Sir/Madam,

I am writing on behalf of [Your Company/Organization Name] to enquire about the possibility of procuring customized [Product Name] suited to our specific requirements. We are interested in learning more about your customization services, including the available options for features, colors, sizes, and materials.

Kindly provide us with detailed information on the following:

- Product specifications and available customization options
- Minimum order quantity for customized products
- Pricing details, including any additional costs for customization
- Estimated production and delivery timelines
- Payment terms and conditions
- Warranty or after-sales support, if any

If possible, please include a product catalogue or brochure and any relevant samples or images for our reference. We would appreciate your prompt response, as we are keen to finalize our supplier selection at the earliest.

Thank you for your attention to this enquiry. Should you require any further information or clarification regarding our requirements, please feel free to contact me at [Your Contact Information].

We look forward to your detailed reply.

Yours sincerely,
[Your Name]
[Your Designation]
[Your Company/Organization Name]
[Contact Number]
[Email Address]