

[Your Company Letterhead]
[Your Name]
[Your Position]
[Your Company Name]
[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: Enquiry Regarding Provision of Bulk Product Samples

Dear [Supplier's Name],

I am writing to you on behalf of [Your Company Name] to formally request product samples in bulk for evaluation purposes. We are currently in the process of expanding our product offerings and we are considering establishing a partnership with your esteemed company for our procurement needs.

Specifically, we are interested in the following products:

- [Product Name 1] â€“ [Brief Description, Model/Specification]
- [Product Name 2] â€“ [Brief Description, Model/Specification]

We kindly request that you provide us with samples in the following quantities:
[e.g., 10 units of Product 1, 5 units of Product 2]

These samples will assist us in evaluating not only the quality and packaging of your products but also their suitability for our business requirements. If possible, please provide information regarding the estimated delivery timeline, sample pricing (if applicable), and any payment terms relevant to the sample provision.

We would appreciate your prompt response to this enquiry. Should you require any additional details or documentation from our end, please do not hesitate to contact me.

Thank you very much for your attention to this request. We look forward to your positive response and hope to establish a mutually beneficial business relationship.

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