

Inquiry Letter Template: Request for Price Quotation of Customized Products

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Subject: Request for Price Quotation for Customized Products

Dear [Supplier's Name],

We are writing to inquire about the availability and pricing of customized products as per the requirements detailed below. We are seeking high-quality items tailored specifically to our needs, and would appreciate it if you could provide a comprehensive quotation, including lead times and any additional costs involved.

Product Specifications:

- **Product Type:** [Specify product name or category]
- **Material:** [Specify preferred materials]
- **Dimensions:** [List required dimensions, sizes, or capacity]
- **Design Details:** [Describe customization, such as colors, patterns, or features]
- **Quantity:** [Indicate expected order quantity]
- **Other Requirements:** [Specify if any additional features, packaging, or labeling are needed]

Kindly include the following information in your quotation:

- Unit price and total cost based on the specified quantity
- Minimum order requirements, if any
- Production time and delivery schedule
- Payment terms and conditions
- Warranty or after-sales support (if applicable)
- Samples or product catalogs, if available

We would appreciate receiving your detailed quotation by [desired deadline], enabling us to proceed with our evaluation and decision-making process. Should you need any further clarification regarding the specifications or other aspects, please do not hesitate to contact us.

Thank you for your prompt attention to this request. We look forward to your best offer and the possibility of establishing a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Email Address]

[Phone Number]