

Sample Inquiry Letter with Follow-up Request for Quotation

[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]

Dear [Supplier's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to inquire about the availability and pricing of the following product(s):

- [Product Name 1] – [Model/Specification/Description]
- [Product Name 2] – [Model/Specification/Description]

Kindly provide us with the following information for each listed item:

- Current availability and lead time
- Pricing details (including volume discounts, if any)
- Minimum order quantities
- Payment and delivery terms
- Warranty and after-sales support

We kindly request a detailed quotation at your earliest convenience, as this will help us in evaluating and planning our procurement process effectively. If you require any additional information or clarification, please feel free to contact me.

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

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