

Sample Business Letter Format for New Product Inquiry to Manufacturer

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Manufacturer Company Name]
[Manufacturer Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to inquire about the new products recently launched by your company. We are interested in expanding our offerings and are keen to explore innovative products that align with our business objectives.

Could you kindly provide detailed information regarding the following:

- Specifications and features of your new products
- Pricing options and volume discounts
- Availability and minimum order quantities
- Lead times and delivery terms
- Any warranty or after-sales service policies

We would appreciate receiving your product catalogs and any brochures or samples available to help us in our evaluation process. Please inform us of the next steps and whether a meeting can be arranged for further discussion.

Thank you for your attention. We look forward to your prompt response and hope for a fruitful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]