

Business Product Inquiry Letter Sample for Suppliers

[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 Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing to inquire about your range of [product(s) of interest, e.g., stainless steel kitchen appliances], as we are looking to expand our product offerings. We are particularly interested in learning more about the following:

- Detailed specifications and features of the products
- Availability and minimum order quantities
- Unit pricing and bulk discounts
- Expected delivery times and shipping terms
- Payment terms and conditions
- Warranty and after-sales support

Please provide us with your latest product catalog or brochures, along with any relevant certifications or quality standards your products comply with. Additionally, we would appreciate information on any ongoing promotions or special offers available for new business partners.

Should you require additional details regarding our requirements, please do not hesitate to contact me at [your phone number] or [your email address]. We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]