

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Supplier/Manufacturer Name]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company/Organization Name] to enquire about the availability of complimentary product samples for [specific product or product range, if applicable]. Our organization is currently considering expanding our offerings and is highly interested in evaluating your product to ensure it meets the specific needs and quality standards of our clientele.

Could you kindly inform us whether you provide free samples for evaluation purposes? If so, we would appreciate details regarding the process of requesting samples, as well as any terms and conditions associated with this request.

We believe that a trial of your product will facilitate a thorough assessment and potentially foster a mutually beneficial business relationship. Please feel free to contact me at [your contact information] should you require any further details from our side.

Thank you very much for your attention to this enquiry. We look forward to your prompt response.

Yours sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]