

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Supplier's Company Name]

[Supplier's Address]

Subject: Enquiry for Product Sample for Quality Testing

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to formally request a sample of your [Product Name/Description] for the purpose of quality testing and assessment.

As a part of our standard procurement procedure, it is essential for us to evaluate product samples to ensure they meet our required quality standards and specifications. Kindly provide a sample that corresponds to the following parameters:

- [List specific requirements, e.g., size, material, color, technical standards]
- [Any certifications or documentation needed]
- [Other relevant testing or compliance criteria]

We kindly request that the sample be dispatched to the following address by [Desired Date/Timeframe] so that our team may conduct the necessary tests:

[Your Company Name]

[Your Contact Person/Department]

[Full Delivery Address]

[Email/Phone Number, if appropriate]

Please inform us of any costs associated with sending the sample and the expected delivery timeline. Should you require further details or clarification regarding our testing parameters, feel free to contact me directly at [Your Phone Number/Email].

We appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]