

Sample Business Enquiry Letter: Request for Product Catalog and Availability

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Position, if known]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name], and we are currently exploring new business opportunities and potential suppliers for our operations. We have come across your company's profile and are keen to learn more about your range of products.

We kindly request you to provide us with your latest product catalog, along with detailed information on product availability, pricing, minimum order quantities, and lead times for delivery. In particular, we are interested in learning about any current promotions or bulk purchase discounts you may offer.

Additionally, please include any relevant technical specifications, certifications, or warranties associated with your products, as these factors play a significant role in our purchasing decisions.

We would appreciate it if you could send the requested information at your earliest convenience, either by email or postal service, to the contact details provided below. Should you require any further details about our company or our specific needs, please feel free to contact me directly.

Thank you for your prompt attention to this enquiry. We look forward to your response and the possibility of establishing a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Phone Number]

[Email Address]