

Date: [Insert Date]

[Supplier's Name]
[Supplier's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Inquiry and Request for Quotation for Customized Products

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to express our interest in sourcing customized products from your esteemed organization. We are currently seeking a reliable supplier who can meet our specific customization requirements for the following products:

- **Product Name/Type:** [Specify product or model]
- **Specifications:** [List required specifications, materials, sizes, colors, features, etc.]
- **Quantity:** [Required quantity]
- **Customization Details:** [Provide details about logos, packaging, branding, unique features, etc.]
- **Preferred Delivery Timeline:** [Specify expected delivery date or timeframe]

Kindly provide us with a detailed quotation including:

- Unit price and total cost for the specified quantity and customization
- Production and delivery lead times
- Payment terms and conditions
- Shipping and handling costs (if applicable)
- Warranty and after-sales support details

Additionally, please share any relevant catalogs, product samples, or references that may assist us in evaluating your offerings.

We would appreciate receiving your quotation by [Insert Deadline], as we intend to finalize our supplier selection promptly.

Thank you for your attention to this inquiry. Should you require any further information or clarification regarding our requirements, please do not hesitate to contact me at [Your Contact Information].

We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]
[Phone Number]
[Email Address]