

Sample Inquiry Letter Requesting Detailed Product Size Specifications

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

[Supplier/Manufacturer Name]
[Contact Person, if known]
[Company Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Detailed Product Size Specifications

Dear [Supplier/Manufacturer Name/Contact Person],

I hope this message finds you well. I am writing to request comprehensive product size specifications for the following item(s) we are interested in purchasing:

- [Product Name/Model Number 1]
- [Product Name/Model Number 2] (add or remove as necessary)

To ensure compatibility and suitability for our intended application, we kindly ask you to provide the following specific details for each product:

- Exact dimensions (length, width, height, and depth, as applicable)
- Weight (net and gross, if available)
- Any applicable tolerances
- Dimensioned drawings or diagrams (if available)
- Packaging size and weight
- Any other relevant specifications or size-related data

Accurate and comprehensive size information is essential for us to assess product suitability and ensure seamless integration into our processes. If there are any technical data sheets or catalogs containing these specifications, please include them in your reply.

We appreciate your prompt attention to this inquiry, and look forward to your detailed response. Should you need any additional information from us to process our request, please feel free to contact me at your convenience.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]