

Sample Letter for Requesting Catalog and Brochure from Vendor

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

[Vendor's Name]
[Vendor's Position/Title, if known]
[Vendor's Company Name]
[Vendor's Address]
[City, State, ZIP Code]

Dear [Vendor's Name],

I hope this letter finds you well.

I am writing on behalf of [Your Company/Organization Name] to request your latest product catalog and brochure. We are currently exploring potential suppliers for [briefly state the type of products/services, e.g., office equipment, electronics, etc.], and we are interested in learning more about the products and services offered by your company.

Could you kindly send us your most recent catalog and brochure, along with any relevant pricing information or product specifications? This information will help us evaluate your offerings and make informed purchasing decisions.

Thank you in advance for your prompt attention to this request. Should you require any additional information, please feel free to contact me at [your phone number or email address].

We look forward to your response and appreciate your assistance.

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