

# Inquiry Letter Format for Customized Product Price Request

(Your Company Letterhead or Your Name)

(Your Address)

(City, State, ZIP Code)

(Email Address)

(Phone Number)

(Date)

To,

(Supplier/Manufacturer's Name)

(Company Name)

(Supplier Address)

(City, State, ZIP Code)

Subject: Inquiry for Customized Product Price Quotation

Dear (Supplier's/Manufacturer's Name),

I am writing to inquire about the pricing and availability of customized (**product name**) to meet our specific requirements. We are interested in placing an order and kindly request a quotation based on the following details:

- **Product:** (Specify product name/model)
- **Required Customization:** (Detailed description of customization needed - size, color, materials, features, etc.)
- **Quantity Required:** (Number of units)
- **Specifications:** (List technical requirements or special instructions)
- **Packaging:** (If any special packaging is required)

Please provide your best possible price per unit for the above specifications, including any discounts available for bulk orders. Additionally, kindly include information regarding:

- Estimated production and delivery timelines
- Payment terms and conditions
- Warranties or after-sales services, if applicable
- Any additional charges (shipping, customization, samples, etc.)

We appreciate a prompt response as it will help us make an informed purchasing decision. If further details are required, please do not hesitate to contact me at the information provided above.

Thank you for your attention to this request.

Sincerely,

(Your Name)

(Your Position/Designation)

(Company Name, if applicable)