

Sample Inquiry Letter with Response Format for Supply Chain Questions

This document provides a comprehensive **sample inquiry letter with response format for supply chain questions**, designed to facilitate clear and effective communication between businesses and suppliers. It includes a structured template for requesting detailed information about product availability, delivery schedules, pricing, and logistical support, along with a standardized response format to ensure prompt and precise replies. This format helps streamline supply chain inquiries, enhance transparency, and support efficient decision-making within procurement and logistics operations.

Inquiry Letter Template

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP]

[Contact Person Name, Title]

Subject: Supply Chain Inquiry - [Product/Service Name]

Dear [Supplier Contact Name],

We are seeking to obtain additional information regarding the following products/services that your company provides:

1. **Product/Service Name:** [Insert Name or SKU]
2. **Quantity Required:** [Insert Quantity]
3. **Estimated Order Frequency:** [e.g., Monthly, Quarterly]
4. **Preferred Delivery Date:** [Insert Date or Range]

We kindly request you to provide details on the following points:

- Current product availability and lead times
- Pricing structure (including volume discounts, if applicable)
- Delivery and shipping terms
- Minimum order quantities (if any)
- Available logistical support and after-sales service

Please respond at your earliest convenience so we may proceed accordingly. Should you require further clarification, feel free to contact us at [Your Email/Phone Number].

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Supplier Response Format

[Supplier Company Letterhead]

[Date]

[Your Company Name]

[Your Address]

[City, State, ZIP]

Subject: Response to Supply Chain Inquiry - [Product/Service Name]

Dear [Your Contact Name],

Thank you for your inquiry dated [Inquiry Date] regarding [Product/Service Name]. Please find the requested information below:

1. **Availability:** [Available/Not Available, Specify Lead Times]
2. **Quantity & MOQ:** [Quantity Capabilities, Minimum Order Quantities]
3. **Pricing:** [Unit Price, Volume Discounts, Validity Period]
4. **Delivery & Logistics:** [Estimated Delivery Schedule, Shipping Methods, Incoterms]
5. **After-sales Support:** [Support Offered, Warranty Terms]

If you require further clarification or wish to proceed with an order, please let us know. We look forward to supporting your supply chain requirements.

Best regards,

[Supplier Contact Name]

[Supplier Position/Title]

[Supplier Company]

[Supplier Contact Information]

