

[Your Company Letterhead]
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supplier's Name]
[Supplier's Position]
[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well.

I am writing to inquire about your products/services that may align with our company's needs. We are currently looking for [specific products/services] and would like to gather more information regarding your offerings, pricing, and availability.

Could you please provide us with your product catalog, pricing structure, and any current promotions? Additionally, we would like to understand your lead times and minimum order quantities.

We appreciate your attention to this inquiry and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]