

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Supplier Inquiry

I hope this message finds you well. We are currently exploring potential suppliers for [briefly describe the product/services you are interested in].

We would appreciate it if you could provide us with the following information:

1. Product specifications and pricing
2. Minimum order quantities
3. Delivery timelines
4. Payment terms
5. Any available discounts for bulk orders

Please send your response by [specific date] so we can make an informed decision moving forward.

Thank you for your attention to this matter. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]