

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

Dear [Supplier's Name],

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a [brief description of your business, e.g., beauty salon specializing in eyelash extensions].

I am reaching out to inquire about your eyelash extension supplies.

Specifically, I am interested in [list specific products, e.g., eyelash extensions, adhesives, tools, etc.], and I would like to know more about your pricing, bulk order discounts, and shipping options.

Additionally, could you please provide information on your product quality, certifications, and any minimum order requirements?

I am looking to establish a long-term partnership with a reliable supplier, so any catalogs or brochures you could send would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Business Name]