

[Your Name]  
[Your Position]  
[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],

I hope this message finds you well. I am writing to request additional information regarding [specific products, services, or topics] that your company offers.

We are currently evaluating our options and would appreciate your assistance in providing the following details:

1. [Detail/Question 1]
2. [Detail/Question 2]
3. [Detail/Question 3]

Your prompt response will greatly help us in our decision-making process. If you have any brochures, catalogs, or additional materials that might assist us, please feel free to include those as well.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

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