

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
Johnson & Johnson
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Company Name]. We are currently exploring options to enhance our product offerings and are particularly interested in [specific product or line of products] from Johnson & Johnson.

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

- Availability of the product
- Product specifications and details
- Pricing information
- Minimum order quantities
- Lead times for delivery

Additionally, if you have any product samples or promotional materials, we would be grateful to receive them for evaluation purposes.

Thank you for your attention to this request. We look forward to your prompt response and the possibility of working together.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]