

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for PVC Card Production

I hope this letter finds you well. I am writing to request the production of PVC cards for our organization, [Your Company Name].

We are looking to create [specify number] PVC cards, which will serve the purpose of [describe purpose, e.g., employee identification, membership cards, etc.]. The required specifications are as follows:

- Card Dimensions: [specify dimensions]
- Design: [attach design/layout or describe]
- Quantity: [number of cards]
- Additional features: [e.g., QR code, magnetic stripe, etc.]

Please let us know about the pricing, production timeline, and any other requirements you may need in this process. We look forward to your prompt response, as we aim to move forward with this project as soon as possible.

Thank you for your attention to this matter.

Sincerely,

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