

[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 Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Request for Supply of Goods

I hope this message finds you well.

We are writing to formally request the supply of the following goods:

1. [Item Description 1] - [Quantity]
2. [Item Description 2] - [Quantity]
3. [Item Description 3] - [Quantity]

We would appreciate it if you could confirm the availability of these items and provide us with a quote at your earliest convenience.

Please let us know the estimated delivery time and any additional terms or conditions.

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

Sincerely,

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