

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

[Supplier's Name]
[Supplier's Position]
[Supplier's Company]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Inquiry for Supply of Goods

I hope this message finds you well.

We are currently seeking suppliers for [specify goods or products needed] and are interested in learning more about the offerings from [Supplier's Company]. Could you please provide us with the following information:

1. Availability of [specific goods/products]
2. Pricing details and any bulk order discounts
3. Minimum order quantities
4. Delivery timelines
5. Payment terms and conditions

We would appreciate your prompt response as we are looking to finalize our supplier selection process soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Company Email]
[Your Company Phone Number]