

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the addition of [product name] to your inventory.

[Provide a brief description of the product, including its purpose and potential benefits to the customers.]

Given the increasing demand for [related market trend or customer need], I believe that including [product name] in your offerings will not only meet customer needs but also enhance your product line.

I appreciate your attention to this request and look forward to your favorable response.

Thank you for considering my suggestion.

Sincerely,

[Your Name]  
[Your Job Title (if applicable)]  
[Your Company Name (if applicable)]