

Price Inquiry Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Price Inquiry

I hope this letter finds you well. My name is [Your Name], and I am writing on behalf of [Your Company Name] - a [brief description of your company's nature of business]. We have been impressed with the quality and reputation of your products/services and are interested in potentially becoming one of your valued customers.

Our company is currently evaluating suppliers for [mention the product or service you are interested in]. After conducting thorough research, your company has stood out as a leading provider in the industry. To further our assessment, we kindly request the following information:

1. Product/Service Details:

- Please provide detailed specifications and features of the product/service you offer.
- If applicable, include information about variations, sizes, or customization options.

2. Pricing:

- Kindly share your price list or pricing structure for the requested product/service.

- Mention any bulk discounts or special pricing arrangements available for loyal or large-scale customers.

3. Minimum Order Quantity (MOQ):

- If there is a minimum order quantity required, please specify it in your response.

4. Delivery Terms:

- Provide information on shipping and delivery options available, including estimated delivery times.

5. Payment Terms:

- Detail your preferred payment methods and any credit terms available, if applicable.

6. Sample Policy (if applicable):

- Inquire about the possibility of obtaining samples to assess product quality before making a purchase decision.

We appreciate your prompt attention to this inquiry. As our company aims to make informed decisions regarding suppliers, receiving the requested information at your earliest convenience would be greatly beneficial.

Please send your response to [your email address] or [fax number], whichever is more convenient for you. If you have any questions or require further clarification, do not hesitate to contact me.

Thank you for considering our inquiry. We look forward to the possibility of establishing a successful business relationship with your esteemed company.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]