

Formal inquiry about product purchase

Subject: Inquiry Regarding Purchase of [Product/Item Name]

Dear [Supplier's Name],

I am writing to inquire about the availability and purchase details of [Product/Item Name]. Our company, [Company Name], is interested in sourcing [specific quantity] units and would appreciate receiving detailed information on the following:

- Price per unit (including bulk discounts if available)
- Delivery schedule and shipping options
- Payment terms and conditions
- Warranty or after-sales support (if applicable)

Kindly provide us with a formal quotation at your earliest convenience so that we can proceed with our procurement decision.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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