

Formal purchase inquiry from government or public office

Subject: Official Inquiry for Procurement of [Item]

Dear [Supplier's Name],

On behalf of [Government Department/Agency], I am reaching out to inquire about the procurement of [Product/Item]. As part of our upcoming projects, we require detailed specifications, compliance certifications, and quotations for the following:

- Item description and technical specifications
- Quantity available
- Delivery timeline and logistics options
- Payment terms suitable for government contracts
- Warranty and after-sales service

Please provide us with a comprehensive proposal in accordance with public procurement guidelines.

Respectfully,

[Name]

[Designation]

[Government Department/Agency]

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