

Sample Business Letter of Request

Insert Company Logo Here

Insert Date

Addressee Name

Company Name

Street Address

City, State Zip

Insert Greeting (Mr./Ms./Mrs. Dr., etc) Last Name:

I am contacting you today to request information on your company's [specific products or services that you are interested in]. My company provides [description of your organization's work as it related to your request] and we are seeking new suppliers. I am very interested in finding out if your organization's [specific products or services] may meet our needs.

Please provide details about the products specified here, as well as any additional offerings that you feel may meet our needs. I am looking for [fill in specifics that you need such as pricing, availability, specs, samples, etc.]. You can learn more about [insert name of letter writer's company] at [www.insert-web-address-here.com]. You may submit information via mail or email using the addresses below.

Please let me know if I additional information is needed or if I can answer any questions. You may reach me between [insert time] a.m. and [insert time] p.m. [insert time zone] Standard Time at [insert your phone number] or via email at (insert your email address). I look forward to hearing from you soon.

Regards,

[Insert Your Full Name], [Insert Your Job Title]

[Insert Company Name]