

Your Name
Your Position
Your Company Name
Company Address
City, State, Zip Code
Email Address
Phone Number
Date

Vendor Name
Vendor Address
City, State, Zip Code

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to inquire about your products and services as we are currently in the process of selecting a vendor for [specific product/service/category]. We are seeking a reliable partner who can meet our requirements in terms of quality, pricing, and delivery timelines.

Could you please provide us with the following information:

- A detailed list of your products/services relevant to our needs.
- Pricing details and any available discounts.
- Lead times for delivery and any minimum order quantities.
- References from other clients in our industry.

We would appreciate receiving this information by [specific deadline] to facilitate our decision-making process. Thank you for your attention to this inquiry. We look forward to your prompt response.

Best regards,

Your Name
Your Position
Your Company Name