

Bookstore Supply Inquiry

Date: [Insert Date]

[Your Name]

[Your Bookstore Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the availability and pricing of bookstore supplies we are interested in restocking.

We are currently looking for the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Could you please provide us with your catalog and pricing information? Additionally, we would appreciate details on your order minimums, shipping policies, and estimated delivery times.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Bookstore Name]