

Purchase Inquiry for Healthcare Machinery

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company]

[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 purchase of healthcare machinery for our facility, [Your Facility Name]. We are particularly interested in [specific types of machinery or models].

Could you please provide us with the following information:

- Specifications and features of the machinery
- Pricing and payment terms
- Availability and lead time for delivery
- Warranty and after-sales support

We are looking to make a decision promptly, so your quick response would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Facility Name]

[Your Contact Information]