

Inquiry for Vendor Trial Conditions

Dear [Vendor's Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Company]. We are currently exploring new vendors to enhance our [specific need or product] offerings and would like to inquire about the possibility of conducting a trial with your products/services.

Could you please provide us with information regarding the following:

- Trial conditions and duration
- Minimum order quantities during the trial period
- Pricing and discounts available for trial samples
- Support and training provided during the trial

We believe that your [specific product/service] aligns with our goals, and we are eager to explore this opportunity further. Please let us know when you would be available for a discussion.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]