

Supplier Terms and Conditions Inquiry

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are pleased to explore a potential partnership with [Supplier Name]. To ensure a smooth collaboration, we would like to request a comprehensive overview of your terms and conditions.

Specifically, we are interested in the following areas:

- Pricing Structure
- Payment Terms
- Delivery Terms
- Return and Refund Policy
- Quality Assurance Processes
- Confidentiality Agreements

Understanding these terms will help us align our operations and expectations as we move forward. Please send the requested information at your earliest convenience.

Thank you for considering our inquiry. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]