

Supplier Terms and Conditions Inquiry

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to inquire about your terms and conditions related to order fulfillment specifications for our upcoming purchase order.

Specific Areas of Inquiry:

- Lead times for order processing and delivery
- Minimum order quantities
- Payment terms and conditions
- Return and refund policies
- Quality and compliance standards

We appreciate your prompt attention to this matter and look forward to receiving the requested information at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]