

Dear [Supplier's Name],

I hope this message finds you well. We are currently evaluating our supply chain strategies and would like to discuss the potential for establishing a long-term contract with your company.

In order to proceed, we would appreciate it if you could provide us with detailed information regarding the following:

- Pricing structures and any volume discounts available.
- Terms of delivery and lead times.
- Payment terms and conditions.
- Any flexibility regarding contract modifications in the future.
- Termination clauses and notice periods.

We are looking forward to your prompt response so that we may consider our options moving forward. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]