

Vendor Hotline Inquiry Request

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Email]

[Your Phone Number]

Dear [Vendor Contact's Name],

I hope this message finds you well. I am writing to request assistance regarding [briefly describe the inquiry or issue].

Details of the inquiry:

- **Inquiry Type:** [Specify type]
- **Order Number:** [If applicable]
- **Date of Transaction:** [Insert date]
- **Description:** [Provide a detailed description of the inquiry]

We appreciate your prompt attention to this matter. Please let me know if you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]