

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request information regarding your manufacturing capabilities. As [Your Company Name] is exploring potential partnerships with manufacturers who can meet our specific needs, we are particularly interested in the following details:

- Types of products manufactured
- Production capacity and lead times
- Quality control processes
- Certification and compliance standards
- Availability of customization options

We believe that understanding your manufacturing capabilities will help us evaluate the prospect of working together. Please provide any brochures, catalogs, or relevant documentation that can assist in our assessment.

Thank you for considering this request. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]