

Product Sample Request for Academic Research

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Title] at [Your Institution/University]. I am currently conducting research on [brief description of research topic], which aims to [briefly explain the objective of your research].

As part of my study, I would like to request product samples of [specific products or materials you are interested in] from your esteemed company. These samples will be instrumental in helping me analyze [mention how the samples will contribute to your research].

I assure you that any samples provided will be used solely for academic purposes and will not be shared with third parties. Additionally, I would be happy to acknowledge your company in my research publication, should that be appropriate.

Thank you for considering my request. I am looking forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/University]