

# Product Sample Request for Retail Partnership

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's 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 the [Your Position] at [Your Company Name]. We are currently exploring potential retail partnerships and are very interested in your product offerings.

To evaluate a possible collaboration, we would greatly appreciate it if you could provide us with samples of your products. This would allow us to assess their fit with our customer base and promotional strategies.

We are particularly interested in [mention specific products or categories]. If you could send the samples to the address listed above by [specific date], it would be greatly appreciated.

Thank you for considering our request. We are excited about the potential of working together and look forward to your positive response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]