

Product Sample Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a product sample of [Product Name] for testing purposes. We are considering incorporating this product into our offerings, and we believe that a hands-on evaluation will help us make an informed decision.

If possible, could you send the sample to the address mentioned above? We highly appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]