

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a trial sample of your product, [Product Name], as we are very interested in its capabilities and how it may benefit our business.

We believe that this product could greatly enhance our offerings and would appreciate the opportunity to evaluate it through a sample trial. Your feedback will be invaluable in helping us make an informed decision.

Please let me know if you can accommodate this request, along with any specific requirements you may have.

Thank you for considering our request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]