

Vendor Inquiry Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to inquire about your products and services for our upcoming project. We are currently in the process of evaluating potential vendors and would appreciate your input.

Specifically, we would like to know the following:

- Product specifications and options available.
- Pricing information and bulk order discounts.
- Lead times and delivery schedules.
- Payment terms and conditions.

Please provide the requested information at your earliest convenience, as it will aid us in making our decision. If you have a catalog or price list, feel free to include it as well.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]