

Request for Consignment Terms and Conditions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the terms and conditions for a consignment agreement between our companies. As we are interested in establishing a mutually beneficial partnership, understanding the specifics will help us in proceeding further.

We would appreciate it if you could provide the following information:

- Commission Rates
- Payment Terms
- Return Policy
- Contract Duration
- Inventory Management Guidelines

Thank you for your attention to this matter. We look forward to your prompt response so we can discuss this opportunity further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]