

# Inquiry for Bespoke Name Badges

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

I am writing to inquire about bespoke name badges for our annual gathering scheduled on [Insert Date of Event]. We anticipate an attendance of approximately [Insert Number] guests and would like to explore options for custom badges that reflect our event's theme.

Specifically, we are interested in:

- Materials and design options
- Customization possibilities (e.g., logos, colors)
- Pricing and bulk order discounts
- Lead times for production and delivery

Please let us know if you require any additional information to provide an accurate quote. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]