

# Letter of Solicitation for Technical Guidance

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Supplier's Name]  
[Supplier's Job Title]  
[Supplier's Company Name]  
[Supplier Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this letter finds you well. We at [Your Company Name] are currently working on [briefly describe the project or issue that requires guidance]. Given your expertise in [specific area or product], we would like to request your technical guidance to help us navigate through this situation.

Specifically, we would appreciate your assistance with the following:

- [Specific issue or question 1]
- [Specific issue or question 2]
- [Specific issue or question 3]

Your insights would be invaluable to our success and we are eager to work collaboratively. Please let us know your available times for a discussion, either via a meeting or a call.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]