

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently in the process of expanding our product line and are exploring potential partnerships with esteemed suppliers like your company.

We are particularly interested in [specific products or product category] as we believe they align with our vision and market needs. To assess their suitability for our offerings, we kindly request samples of the mentioned products.

Receiving product samples would allow us to evaluate quality and performance, ultimately leading to a mutually beneficial partnership. We would be happy to cover any shipping costs associated with sending the samples.

Thank you for considering our request. We look forward to your positive response and hope to initiate a fruitful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]