

Letter of Demand for Trial Samples

Date: [Insert Date]

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

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

Dear [Supplier's Name],

We are writing to formally request trial samples of your products in order to evaluate their suitability for our current needs. Our company, [Your Company Name], specializes in [brief description of your company's operations], and we are constantly seeking to enhance our supply chain with quality products.

We are particularly interested in the following products: [List specific products]. We believe that your offerings may align perfectly with our requirements and would like to assess them before making a bulk order.

Please let us know if you require any further information to process this request. We appreciate your prompt attention to our inquiry and look forward to your timely response.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]