

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Procurement Request for Product Samples

Dear [Supplier's Name],

I hope this message finds you well. We are currently in the process of evaluating potential products for our upcoming project and would like to request samples of the following items:

- Product 1: [Description]
- Product 2: [Description]
- Product 3: [Description]

We believe that your products align with our requirements and would appreciate the opportunity to review them in detail. Kindly let us know if you can provide these samples, as well as any associated costs or terms.

Thank you for your assistance. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]