

Request for Evaluation Samples

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are currently in the process of evaluating potential suppliers for [specific products/services]. We have reviewed your offerings and are interested in assessing the quality and suitability of your products for our needs.

We kindly request that you provide us with samples of the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Receiving these samples will help us in making an informed decision regarding a potential partnership. If possible, we would appreciate receiving the samples by [specific date].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]