

# Sample Letter for Confirming Sample Request

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

We are pleased to confirm receipt of your request for samples of our new product, [Product Name], which is scheduled for launch on [Launch Date].

As discussed, we will be sending the samples to the following address:

[Recipient's Address]

You can expect the samples to arrive within [Estimated Delivery Time]. We are excited to hear your feedback and look forward to our continued collaboration.

Thank you for your interest in [Company Name]. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]