

Product Sample Request Acknowledgment

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Thank you for your request for product samples. We appreciate your interest in our offerings and your willingness to collaborate with us.

This letter serves to acknowledge the receipt of your request for samples of [insert product names or descriptions]. We have begun processing your request and anticipate that you will receive the samples within [insert time frame].

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your partnership and we look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]