

Product Sample Request Validation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request product samples for validation purposes in our upcoming testing phase.

Details of the requested product are as follows:

- Product Name: [Insert Product Name]
- SKU Number: [Insert SKU Number]
- Quantity Required: [Insert Quantity]
- Testing Purpose: [Briefly explain the reason for testing]

We appreciate your cooperation and look forward to receiving the samples at your earliest convenience. Should you have any questions or need further information, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]