

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request a copy of your product catalog. As we are currently reviewing potential suppliers for upcoming projects, your catalog will greatly assist us in evaluating the options available to us.

Please send the product catalog to my attention at your earliest convenience. Should you require any further details or have questions, feel free to reach out to me via email or phone.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]