

Business Inquiry Request for Distribution Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I represent [Your Company Name]. We are currently exploring new opportunities for distribution partnerships and are interested in learning more about your company's distribution terms.

Specifically, we would like to inquire about the following:

- Minimum order quantities
- Pricing structures
- Shipping and handling costs
- Payment terms
- Exclusive distribution agreements

We believe that a collaboration could be mutually beneficial and would appreciate any information you can provide regarding your distribution policies. Please let us know if there is a good time for us to discuss this further, or if you could send us your distribution terms at your earliest convenience.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]