

# Business Inquiry Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are currently in the process of evaluating potential vendors for our upcoming projects and would like to request your qualifications.

Please provide us with the following information:

- Company Profile
- Experience in [specific industry/service]
- Client References
- Certifications and Accreditations
- Product/Service Catalog

We would appreciate receiving this information by [Insert Deadline]. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]