

Product Customization Inquiry

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone Number]

Dear [Supplier Name],

I hope this message finds you well. We are currently exploring options for customizing our products and would like to inquire about the following:

Customization Options:

- Color Variations
- Size Options
- Material Choices
- Packaging Options
- Branding/Labeling Customizations

Could you please provide detailed information regarding:

1. The available customization options for each product type.
2. Minimum order quantities for customized products.
3. Pricing structures related to customizations.
4. Lead times associated with custom orders.

We are eager to establish a collaborative relationship and appreciate your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]