

Supplier/Vendor Offer Letter

Subject: Supply Proposal for [Products/Materials] - [Your Company Name]

Dear [Recipient Name],

Thank you for your inquiry regarding [products/materials/services]. We are delighted to present our formal supply offer to [Recipient Company Name].

SUPPLY DETAILS:

Products/Materials: [Specific items with specifications]

Quantity: [Amount/Volume]

Unit Price: [Currency and amount]

Total Value: [Total amount]

Payment Terms: [e.g., 30% advance, 70% upon delivery]

Delivery Timeline: [X weeks/months from order confirmation]

Delivery Location: [Address or FOB/CIF terms]

QUALITY SPECIFICATIONS:

All products meet [international standards: ISO, CE, FDA, etc.] and come with certificates of compliance. We guarantee [quality metrics: purity levels, durability standards, etc.] and offer [warranty/replacement terms].

TERMS AND CONDITIONS:

- Prices valid until [date]
- Minimum order quantity: [amount]
- Bulk discount available: [percentage] off for orders exceeding [quantity]
- Shipping: [your responsibility/client responsibility]
- Insurance: [included/not included]
- Return policy: [terms for defective products]

ADDITIONAL VALUE:

We provide free samples upon request, technical support throughout the supply period, and

dedicated account management. Our company has supplied [number] businesses across [regions] and maintains a 99% customer retention rate.

Should you wish to proceed, we require a signed agreement and purchase order. We can accommodate custom packaging, labeling, and delivery scheduling according to your operational needs.

Please review this offer carefully. We are available to discuss any modifications or answer questions you may have. We look forward to establishing a long-term supply relationship with your esteemed organization.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Email and Phone]

[Company Address]

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