

Preliminary Import Negotiation Letter

Subject: Request for Preliminary Terms and Conditions

Dear [Supplier Name],

I am writing to express our interest in importing your [Product Name] to our market in [Country].

Before proceeding further, we would appreciate receiving preliminary details regarding pricing, minimum order quantities, payment terms, and estimated delivery times.

We aim to establish a long-term import partnership and would like to begin discussions at your earliest convenience. Please include information on product certifications and quality assurance processes in your response.

Thank you for your time and consideration. I look forward to your reply.

Kind regards,

[Your Name]

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