

Preliminary Inquiry Letter

Subject: Preliminary Supplier Inquiry

Dear [Supplier Name],

I am writing to introduce [Your Company Name] and to express our interest in your [products/services]. At this stage, we are exploring potential suppliers to identify the best fit for our needs.

Kindly provide us with an overview of your product offerings, pricing, and delivery timelines. Any brochures or catalogs you can share would be appreciated.

We look forward to evaluating the possibilities for collaboration.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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