

Initial interest before making a purchase decision

Subject: Preliminary Inquiry on [Product Category]

Dear [Supplier's Name],

We are currently exploring suppliers for [Product/Item Category] and would like to learn more about your offerings. At this stage, we are gathering information and would appreciate details on:

- Range of available products
- Price brackets based on volume
- Lead times for delivery
- Any customization options

Please consider this as a preliminary inquiry, as we are still in the evaluation phase. Your timely response will help us in shortlisting potential suppliers.

Thank you for your cooperation.

Kind regards,

[Your Name]

[Your Position]

[Company Name]

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