

Supplier Partnership Inquiry Letter

Dear [Supplier Name],

I am writing to introduce [Restaurant Name] and inquire about establishing a supply partnership with your company. We are a [Type of Restaurant] located in [Location] that has been serving the community since [Year/Recently opened].

Our restaurant focuses on [Cuisine Style] and serves approximately [Number] covers daily. We are committed to using high-quality, fresh ingredients and are currently seeking reliable suppliers who share our commitment to excellence.

We are specifically interested in sourcing the following products:

- [Product Category 1] - estimated monthly volume: [Amount]
- [Product Category 2] - estimated monthly volume: [Amount]
- [Product Category 3] - estimated monthly volume: [Amount]

What we value in our supplier relationships:

- Consistent quality and freshness
- Reliable delivery schedules
- Competitive pricing
- Flexibility for seasonal menu changes
- Strong customer service and communication

We would appreciate receiving information about your product offerings, pricing structure, minimum order requirements, and delivery schedule. If possible, we would also like to arrange a time for product samples and to discuss our specific needs in more detail.

Our current purchasing manager is [Name], and they can be reached at [Contact Information] for any technical specifications or volume discussions.

We believe that establishing a partnership with your company would be mutually beneficial and look forward to the possibility of working together.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Title]

[Restaurant Name]

[Contact Information]

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