

Simple Request Letter Format

Date

Addressee Name

Company Name

Street Address or P.O. Box

City, State, Zip

[Insert Greeting (Mr./Ms./Mrs./Dr., etc) Last Name]:

We are seeking new suppliers for our company and I am interested in finding out if your organization's [specific products or services] may meet our needs. Our company provides [description of your organization's work as it relates to your request], and we believe that you may have what we are looking for. Can you provide us with more information on your [specific products or services]? We would greatly appreciate it.

Thank you for considering doing business with us. We are interested in learning more about the products you offer, specifically [insert specifics that you need such as pricing, availability, specs, samples]. It would also be helpful to know about any other products or services that might meet our needs.

You can learn more about our company at www.web-address.com. Information can be submitted via mail or email using the addresses below. Thank you again for your time and consideration.

Regards,

[Sign your name here]

[Your Full Name, Job Title]

[Insert Company Name]