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Sample Business Letter of Request

Insert Company Logo Here

Date

Addressee Name
Company Name
Street Address or P.O. Box
City, State, Zip

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

I am contacting you today to request information on your company's [specific products or services that you are interested in]. My company provides [description of your organization's work as it relates to your request] and we are seeking new suppliers. I am very interested in finding out if your organization's [specific products or services] may meet our needs.

Please provide details about the products specified here, as well as any additional offerings that you feel may meet our needs. I am looking for [fill in specifics that you need such as pricing, availability, specs, samples, etc.]. You can learn more about [insert name of letter writer's company] at [www.insert-web-address-here.com]. You may submit information via mail or email using the addresses below.

Please let me know if additional information is needed or if I can answer any questions. You may reach me between [insert time] a.m. and [insert time] p.m. [insert time zone] at [insert your phone number] or via email at [insert your email address]. I look forward to hearing from you soon.

Regards,
[Sign your name here]

[Your Full Name, Job Title]
[Insert Company Name]