

Letter to Vendor Requesting Product Information

This package contains:

- 1. Instructions & Checklist for Writing a Letter to Vendor Requesting Product Information
- 2. Letter to Vendor Requesting Product Information

Instructions & Checklist for a Letter to a Vendor Requesting Product Information

- This package contains: (1) Instructions & Checklist for a Letter to a Vendor Requesting Product Information; and (2) Letter to a Vendor Requesting Product Information.
- ☐ This form is designed to assist you in drafting a letter to a company requesting information about their product line.
- Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- □ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I found your {Recipient Company Name] in a [list of suppliers in a book, online, etc.], and am writing to inquire about the types of products you offer that might meet our needs.

[Your Company Name] is [describe your business, i.e., a manufacturer of accessories for the restaurant industry, such as paper cups and plastic utensils].

[Briefly state what you want information about, i.e., We are looking for suppliers who can help us in our effort to go green.]

The types of products we are interested in include [Here list specific products].

Please send us complete information on any of these types of products you offer, including price, availability, and shipping charges.

We look forward to receiving your catalogue.

Thank you for your assistance.

Cordially,

[Your Name]