

Asking Price List and Trade Terms Business Letter Sample Format

[Your Company Name]
[Your Company Logo - optional]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier/Vendor Name]
[Supplier/Vendor Company Name]
[Supplier/Vendor Address]
[City, State, Zip Code]

Subject: Inquiry for Price List and Trade Terms

Dear [Supplier/Vendor Name],

I hope this letter finds you well. We, at [Your Company Name], are interested in exploring the possibility of establishing a business relationship with your esteemed company. Having reviewed your products and services, we are keen to understand your pricing structure and trade terms for the following items:

Product Name:

Variant or specifications (if applicable):

Product Name:

Variant or specifications (if applicable):

[Continue as necessary]

Additionally, we would appreciate receiving information on the trade terms, including payment terms, minimum order quantities, lead times, and any applicable discounts for bulk orders.

If you have a current price list or catalog, please provide it along with the relevant trade terms. Should there be any specific forms or documents required to initiate discussions or create an account with your company, kindly include those in your response.

We believe that your products align well with our requirements, and understanding your pricing and trade terms is crucial for our decision-making process.

Kindly send the requested information to our office address mentioned above. If you have any questions or require further details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our inquiry, and we look forward to the possibility of establishing a mutually beneficial business relationship.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Contact Information]