

Copy and paste this letter into a word document with your info

Hello,

My name is [FULL NAME] and I'm the Purchasing Manager for [COMPANY NAME]. We are looking to have a product, similar to the following manufactured: [AMAZON LISTING LINK] (with alterations) for the US market. See attached photos. Our primary sales channels will be through online marketplaces. We estimate up to 10,000 pcs. as the annual purchase volume after a trial order of 500-1000 pieces and a sample evaluation.

Specifications:

-[DIMENSIONS]

-[CUSTOMER RESEARCH INNOVATION DETAILS]

-The following accessories would be included in the packaging (if you can manufacture them): [LINK TO LISTING IF THERE ARE OTHER ACCESSORIES YOU ARE CONSIDERING]

We're currently interviewing new suppliers and I have a few questions:

1. Are you a manufacturer or a trading company? If you are a manufacturer are you able to create models similar to the Amazon listing referenced above and the attached photos?
2. What is your best price for this product and please provide an FOB Quotation for the initial trial order of 500 pieces?
3. What is your lead time for sample and trial order?
4. What is the sample cost with shipping by express mail to [YOUR ADDRESS]
5. Furthermore, we will be paying for the initial sample via PayPal, could you please provide us your PayPal information?
- 6) What kind of packaging comes with this product? Does your price include customizing this packaging?
- 7) Does the price you quoted include adding our logo to the product? If not, what does that cost?
- 8) What is your preferred method of communication?

[CONTINUE ADDING ANY ADDITIONAL QUESTIONS YOU MAY HAVE]

We look forward to building our business with you.

Sincerely,

[YOUR NAME]

Purchasing Manager

[COMPANY NAME]