

Sample Inquiry Template

This sample inquiry template helps you contact suppliers with a clear and professional message. Fill in the details below before sending to potential suppliers.

1. Buyer Information

Company Name:	
Contact Person:	
Email:	
Phone/WhatsApp:	
Country:	

2. Product Information

Product Name:	
Specifications (material, size, color, etc.):	
Quantity (with target MOQ):	
Target Price:	
Packaging Requirements:	
Additional Requests:	

3. Questions for Supplier

- What is your best price based on the above quantity and specifications?
- What are your standard payment terms?
- What is your typical production lead time?
- Do you provide product samples? If yes, what is the cost and delivery time?
- Can you share certifications (ISO, CE, etc.) related to this product?
- Do you have experience exporting to my country/region?

4. Closing Message

Thank you for your time and support. Please provide your quotation with detailed terms and conditions at your earliest convenience. I look forward to your reply.

Best regards,

Your Name & Position