[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: REQUEST FOR INFORMATION IN ADVANCE OF PURCHASE ORDER**

Dear [CONTACT NAME],

Please find attached to this letter an overview of those items and services which we foresee ordering from your firm, as long as your terms and conditions are satisfactory, and your prices are competitive. Whilst this is a future prediction of our needs, it should not be considered as anything more than an estimation of our requirements.

Please provide us, in writing, a price list, applicable discounts, shipping dates and additional sales and corporate policies along with your terms and conditions of sale, Should we find that the information you provide is acceptable and competitive, you can look forward to our first order within [NUMBER OF DAYS] days of receipt of this information.

We also enclose our procurement specifications and conditions for your perusal.

Thank you for your assistance.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]