

Inquiry Template for Alibaba Suppliers

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Country]

[Email Address]

[Phone Number]

[Date]

Subject: Inquiry Regarding [Product Name/Service]

Dear [Supplier's Company Name],

I am writing to inquire about one of your products/services, [Product Name/Service], as listed on your Alibaba profile. We are [Your Company Name], a company specializing in [Your Industry/Sector] and are interested in [brief description of how the product/service will be used].

Below are the specific details we require:

1. Product Specifications: [List down the specifications like size, color, material, model number etc.]
2. Minimum Order Quantity: [Specify the minimum quantity that you wish to order]
3. Pricing Details: [Ask for the pricing details for the specified quantities]
4. Lead Time: [Inquire about the time required to prepare and ship the order]
5. Payment Terms: [Specify your preferred payment terms]
6. Shipping Options: [Inquire about available shipping methods and costs]

We would also like to know if there are any customization options available, and if so, what are the terms and costs associated with these customizations.

We are looking to establish a long-term business relationship and would appreciate a detailed response to our inquiry. Please feel free to contact me for any further information or clarification.

Thank you for your time and consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]