



Date: insert here

Dear (insert supplier name or company name here),

We are a professional retail seller in Australia, looking to expand our range of products with manufacturers that are able to produce high quality products.

The product we're specifically interested in is: (insert product name here)

We are also looking to develop quality, long-lasting relationships with our partnerships and manufacturers, over sourcing inventory from wholesalers or resellers, because we are interested in unique trademarked designs and packaging, private labelling and having specialty molds created to manufacture the products according to our specific modifications.

After reviewing the information on your website, we believe your company may be a good match for us and hopefully we can start a mutually beneficial and profitable partnership for many years to come.

Would you please forward this letter onto your best English speaking sales associate and ask them to kindly provide their contact information below at their earliest convenience?

- * What is your sales associate / managers name?
- * What is their Skype Username and email address?
- * What is their landline phone number I can call them on?

We would be very grateful if they could also please take the time to answer the following questions, as time is of the essence and we are wanting to start the sampling process as soon as possible once we shortlist our top manufacturers.

- 1) Are you the true manufacturer, manufacturing the products from raw materials?
- 2) Do you offer invitations if we would like to visit you in person and walk the factory floor?
- 3) Do you outsource any part of the molds, manufacturing, packaging, or printing etc?
- 4) How many employees does your company employ in the office and factory?
- 5) Do you currently export this product to any country? If so which specific country / countries?
- 6) Do you have similar 'off the shelf' products that we could use to inspect the quality & discuss FOB prices?
- 7) Are you able to modify all aspects of the product, including the design, quality, size, colour etc?
- 8) What is your MOQ for this product and what is the maximum amount of units you can produce annually?
- 9) What types of packaging / private labelling / inserts do you offer with this product?
- 10) If we decide to engage with a 3PL to outsource the packaging, are you open to this?
- 11) Once an order has been placed, how long does it take to manufacture the products?
- 12) Do you have quality control systems in place to avoid delays and defective orders available upon request?

We appreciate in advance your quick reply and look forward to discussing this opportunity with you further.

Warm Regards,

(Insert your name)

Manager & Director

Enter your phone number here



Enter your email address here



Enter your postal address here

