

*[Your Company Name and Address] [Date]*

*[Supplier Name and Address]*

Dear [Supplier Name],

We are planning for the purchase of the following items at a future date:

Product description: [Insert product description] Estimated quantity: [Insert estimated quantity] Price: [Insert unit price or pricing mechanism]

Delivery date: [Insert estimated delivery date]

The purpose of this letter is to inform you of our intent to purchase the specified products and to request that you provide us with a quote for the total cost of this order.

Please note that this is not a purchase order and does not constitute a contractual commitment to buy. However, we may use the information you provide to make our final purchase decision.

Thank you for your prompt attention to this matter.

Sincerely,

*[Your Name] [Your Title]*