

# ASM: Supplier Contact Template

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*Use these templates to guide you as you start reaching out to your suppliers. **Do not copy them word-for-word.** Use them as inspiration, and make them your own!*

## Supplier Template #1

Dear [Contact Name and Manufacturer]:

My name is [your full name] and I am the owner of [company name], a company specializing in products for [insert your industry or area of interest here]. We are currently looking to expand our product line and are interested in one of the items that you manufacture, the [insert product name here and link as well].

Could you please provide me with the following additional information so that we can determine if this is a good fit for our product line?

- Are you able to provide custom packaging?
- What is the standard production time for each order?

- What is the price per unit (including packaging) at the following MOQs:
  - 100 to 500 pcs:
  - 501 to 1000 pcs:
  - 1001 to 5000 pcs:
  - 5001 and higher pcs:

I appreciate your time and look forward to hearing from you soon so that we can move forward with our next order.

Sincerely,

Name, Title

Company

## **Actual Contact Sample**

Dear Sara Wang, Yangho Cosmetics Company:

My name is Bob Smith and I am the owner of RL Smith Cosmetics, a company specializing in products for the beauty industry. We are currently looking to expand our product line and are interested in one of the items that you manufacture, the 10 piece set of beauty brushes.

Could you please provide me with the following additional information so that we can determine if this is a good fit for our product line?

- Are you able to provide custom packaging?
- What is the standard production time for each order?

# AMAZING

SELLING MACHINE

- What is the price per unit (including packaging) at the following MOQs:
  - 100 to 500 pcs:
  - 501 to 1000 pcs:
  - 1001 to 5000 pcs:
  - 5001 and higher pcs:

I appreciate your time and look forward to hearing from you soon, so that we can move forward with our next order.

Sincerely,

Bob Smith, Owner

RL Smith Cosmetics

