[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Product Sample Evaluation**

Dear [Vendor’s Name],

We are currently evaluating potential suppliers for [specific product/service] and would like to request a product sample from your company to assess its quality and suitability for our requirements.

**Sample Request Details**:

* **Product Name/Description**: [*N*ame or description of the product]
* **Specifications**: [*e.g., size, material, packaging requirements*]
* **Quantity Needed**: [Number of samples required]
* **Delivery Address**:

[COMPANY NAME]

[COMPANY ADDRESS]

[City, State, ZIP Code]

We would appreciate it if the sample could be delivered by [SPECIFIC DATE] to facilitate a timely evaluation process. Please include any relevant product information or documentation, such as specifications, certifications, or user guides.

If you have any questions or require further details, feel free to contact [Name, Title] at [Email Address/Phone Number].

Thank you for your attention to this request. We look forward to reviewing the product sample and exploring the opportunity for collaboration.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]