

To: [Name of Supplier]

From: [Your Name and Company]

Subject: Special Order

Dear [Name of Supplier],

We are writing to place a special order for [specific item, product, or material] that is required for our operations. We have been unable to source this item locally and would appreciate your assistance in fulfilling this order.

The details of the order are as follows:

- Product Name: [Insert product name]
- Product Specifications: [Insert details regarding technical specifications and features]
- Quantity: [Insert number of units required]
- Delivery Date: [Insert deadline for delivery]

We would like to inquire if you can provide us with the requested product and if so, what would be the total cost of this order including any applicable taxes and shipment fees.

Please let us know if you require any further information from us and we would be happy to provide it to you. We look forward to your response and anticipate building a long-term business relationship with your company.

Thank you for your attention and cooperation.

Sincerely,

[Your Name and Company]