Business Inquiry

初次商务询价

A clear first inquiry to a Chinese business contact.

Subject line / 邮件主题

SUBJECT

Subject: Inquiry about [product or service] / 关于[产品或服务]的询价

English template

ENGLISH

Hello [Name],

I am [Your name] from [Company]. We are looking for [product or service] for [intended use or market].

Would you be able to share:
1. Whether you can support this request
2. Product specifications or service details
3. Estimated price and lead time
4. Minimum order or engagement requirements

For context, our expected quantity or scope is [details], and our target date is [date].

Thank you,
[Your name]
[Company]
[Email]

中文模板 / Chinese template

中文

您好，[姓名]：

我是[公司]的[姓名]。我们正在寻找[产品或服务]，用于[用途或市场]。

想向您了解：

1. 是否可以承接这项需求
2. 产品规格或服务详情
3. 预估价格和交付周期
4. 起订量或合作条件

补充说明：我们预计的数量或范围是[详情]，目标日期是[日期]。

谢谢！

[姓名]

[公司]

[邮箱]

Before you send / 发送前

Replace every bracketed field. Do not claim a quantity, company, or deadline you have not confirmed. Keep the first message short enough for the recipient to answer.

This template is a communication aid, not legal, tax, or compliance advice. Replace all bracketed fields and verify names, prices, and commitments before sending.

本模板仅用于沟通准备，不构成法律、税务或合规意见。发送前请替换所有方括号字段，并核对名称、价格与承诺。