

# CCS Insights: Seeking for New Suppliers

*Feel the CCS & Co Difference*

*[Print on Company's Letterhead or insert Address]*

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

**RE: New Supplier**

We are a company which provides <<describe service(s)/product(s)>> in [or to] the <<nature/name of industry/market>>. *[The company has been established for <<relevant period>> during which we have gained a reputation for the high standard of our goods and services].*

As you know the COVID-19 pandemic is bringing significant disruption to us, therefore currently we are seeking additional [*alternative*] suppliers of <<describe service(s)/product(s)>> and would greatly appreciate your assistance in providing us details of your range of goods and services including prices and rebates available in respect of volume and frequency of business that might be transacted between ourselves.

We would be grateful, if you could furnish us any brochures or specifications.

*[In order to facilitate your collation of the information in respect of the above assume that our minimum requirements would be approximately <<details of volume>> per <<frequency>>].*

We look forward to hearing from you.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please contact:**

**Chin Chee Seng**

Partner  
+6012 365 4331  
cschin@ccs-co.com

**Jared Low**

Assurance Manager  
+6018 763 4813  
jared@ccs-co.com

**Wong Woei Teng**

Audit Manager  
+6017 237 8233  
woeiteng@ccs-co.com

**Vivian Lim**

HR Manager  
+6012 618 6220  
vivian@ccs-co.com

**Yap Huey Shan**

Assistant Audit Manager  
+6012 369 7222  
hueyshan@ccs-co.com

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