

Quotation Request Letter for Bulk Purchase Order

A **quotation request letter for bulk purchase order** is a formal document sent to suppliers or vendors to obtain price quotes and terms for large quantity purchases. It clearly outlines the required products, specifications, quantity, and any additional conditions, enabling the buyer to compare offers and make informed decisions. For example, a business may write: "We request a quotation for 1,000 units of your Model X air conditioners, including details on pricing, delivery time, and warranty terms." This letter facilitates transparent communication and helps negotiate favorable bulk order terms.

Template: Quotation Request Letter for Bulk Purchase Order

[Your Company Letterhead]
[Date]
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]
Subject: Request for Quotation for Bulk Purchase Order
Dear [Supplier's Name],
We hope this letter finds you well. We are reaching out to request a quotation for the bulk purchase of the following items:
- Product Name/Description: [Specify product(s)]
- Product Model/Code (if applicable): [Model/Code]
- Quantity Required: [e.g., 1,000 units]
- Specifications: [Any special requirements]
Kindly provide us with your best prices, payment terms, delivery schedule, and conditions for the above-mentioned items. Please also include details on warranty, after-sales support, and return policies.
We look forward to receiving your detailed quotation at your earliest convenience. Please feel free to contact us if you require further information.
Thank you for your prompt attention to this matter.
Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]

Example: Quotation Request Letter

ABC Enterprises
123 Main Street
Cityville, ST 45678
June 12, 2024
Mr. John Doe
Sales Manager
CoolTech Appliances Ltd.
789 Industrial Ave.
Cityville, ST 45679
Subject: Request for Quotation for Bulk Purchase of Model X Air Conditioners
Dear Mr. Doe,
We are interested in purchasing 1,000 units of your Model X air conditioners for our new residential project. Kindly provide us with your best quotation, including:
- Unit price for 1,000 units
- Total cost (inclusive of any taxes/freight)
- Delivery schedule and lead time
- Payment terms and conditions
- Warranty and after-sales service details
- Bulk purchase discounts (if any)
We would appreciate receiving your quotation by June 17, 2024, as we are looking to finalize the order promptly.
Thank you for your cooperation.
Sincerely,
Jane Smith
Procurement Manager
ABC Enterprises
Phone: (555) 123-4567
Email: procurement@abc-enterprises.com