

Sample Inquiry Letter for Supplier Bulk Purchase Discounts

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We have been reviewing our procurement plan for the upcoming quarter and are interested in placing a bulk order for [product name(s) and specifications].

To assist in our planning, we kindly request information regarding your bulk purchase discount rates. We are considering an order volume of approximately [quantity] units, and would appreciate if you could provide us with your best possible pricing based on this quantity.

Additionally, we would like to know about:

- Available payment terms for bulk orders
- Estimated delivery schedule for the requested quantity
- Any other incentives or terms available for large orders

Please let us know if you require any further details to prepare a quotation. We appreciate your partnership and look forward to your prompt response so we can proceed accordingly.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]