

Product Inquiry Letter for Bulk Purchase

Subject: Inquiry About Bulk Purchase of [Product Name]

Dear [Supplier's Name/ Sales Manager],

I am writing on behalf of [Your Company Name] to express our interest in purchasing [Product Name(s)] in bulk. We are currently evaluating suppliers who can meet our requirements for quality, pricing, and timely delivery.

Kindly provide the following information regarding your products and terms of sale:

- Product specifications, available models or varieties
- Price list and available volume discounts for bulk orders
- Minimum order quantities and packaging details
- Estimated delivery timelines to [destination/location]
- Payment terms and methods, including any credit facilities offered
- Warranty, after-sales support, or value-added services (if any)
- Availability of product samples for quality assessment

Please also attach your latest product catalog and any additional information relevant to bulk purchasers.

We look forward to your prompt response, so we can proceed with our procurement planning. If you need further details about our requirements, feel free to contact me at [Your Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

[Email Address]