

Inquiry Letter Sample for Price Quotation Based on Quantity Discounts

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Title/Position]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are currently in the process of evaluating suppliers for our upcoming procurement requirements and are interested in obtaining a price quotation for the following items:

- **Product Name/Description:** [Specify product(s) required]
- **Specifications:** [Include relevant product specifications]

To make an informed purchasing decision and maximize our budget efficiency, we kindly request you provide your best price quotations based on different quantity brackets, including any available discounts for larger order volumes. Specifically, please provide pricing and discount structures for the following potential order quantities:

- [Quantity 1] units
- [Quantity 2] units
- [Quantity 3] units

In addition, please include information regarding:

- Applicable payment terms
- Delivery schedules and logistics
- Warranty and return policy

We would appreciate receiving your detailed quotation by [desired response date], so we can review and proceed accordingly. Should you require any further information or clarification regarding our inquiry, please do not hesitate to contact us.

Thank you for your attention to this request. We look forward to your prompt and competitive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]