

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Title/Position]

[Supplier's Company Name]

[Supplier's Address]

Dear [Supplier's Name],

Subject: Request for Quotation â€“ Bulk Order Pricing

We are reaching out to request a quotation for the bulk purchase of the following products from your esteemed company. Please find the details below:

- **Product Name/Description:** [Specify Product(s)]
- **Quantity Required:** [Specify Quantity]
- **Specifications:** [List Detailed Specifications if any]

Kindly provide us with your best possible prices for the above-mentioned items, including any available discounts for bulk orders. In addition, we request information regarding your payment terms, minimum order quantity requirements, estimated delivery timelines, and shipping costs, if applicable.

We value timely and transparent communication to facilitate our procurement process. Should you require further clarification, please feel free to contact us at [Your Contact Information].

We appreciate your prompt attention to this request and look forward to receiving your detailed quotation at the earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]