

Business Inquiry Letter Requesting Price Quotation for Bulk Order

[Your Company Letterhead]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Supplier's Company Name]
[Supplier's Company Address]
[City, State, ZIP Code]

Dear [Supplier's Name or "Sales Manager"],

We are a [brief description of your company, e.g., "leading retailer of electronic gadgets"] and are interested in purchasing [state the product(s), e.g., "wireless Bluetooth speakers"] in bulk for our upcoming retail season.

Kindly provide us with a detailed price quotation for the following items:

- **Product Name/Model:** [Specify]
- **Quantity Required:** [Specify, e.g., "1,000 units"]
- **Quality/Specifications:** [Specify, e.g., "Color, size, material, model"]
- **Delivery Schedule:** [Specify, e.g., "Required by July 15, 2024"]

In your quotation, please include:

- Unit price and total price for the specified quantity
- Bulk order discounts, if any
- Payment terms and conditions
- Shipping costs and delivery timelines
- Warranty or after-sales service details

We would appreciate receiving your quotation by [desired response date], as this will help us finalize our procurement process in a timely manner.

Thank you for your attention. We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]