

Inquiry Letter for Bulk Order Pricing

Below is a template you can use to write an effective bulk order pricing inquiry letter:

[Your Company Letterhead]
[Date]

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

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to inquire about bulk order pricing for the following product(s):

- Product Name/Type: [Specify the product]
- Quantity Required: [Specify numbers or estimated volume]
- Customization Requirements (if any): [Specify details]

We are keen to establish a long-term business relationship and would appreciate it if you could provide us with detailed information on the following:

- Bulk pricing options and available discounts
- Minimum order quantities and lead times
- Payment terms and conditions
- Shipping and delivery options, including estimated times and costs
- Any additional terms or special offers

Please let us know if you require further information to prepare your quotation. We look forward to your prompt response so we can evaluate your terms and move forward accordingly.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]
[Email Address]
[Phone Number]