

Sample Inquiry Letter about Bulk Product Availability for Wholesale

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

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

Dear [Recipient's Name or "Sales Team"],

I am writing to inquire about the availability of **[Product Name/Description]** for wholesale purchase. Our company, [Your Company Name], is interested in sourcing this product in bulk, and we would appreciate detailed information to assist us in our procurement process.

- **Product Specifications:** [Include size, model, color, or any specific details]
- **Desired Quantity:** [Specify the quantity required for bulk purchase]
- **Pricing:** Please provide your wholesale pricing, including information regarding volume discounts if available.
- **Availability:** Kindly confirm whether the requested quantity is currently in stock or the estimated lead time for delivery.
- **Delivery Timelines:** Estimated shipping and delivery schedule to [your location/country].
- **Payment Terms:** Details regarding accepted payment methods, credit terms, and initial deposit requirements.
- **Discounts:** Information on any discounts or special offers for large or repeat orders.

We are seeking a reliable supplier for a long-term partnership and would appreciate receiving your product catalogue, if available, along with any relevant certifications or references.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] for any further clarification.

Thank you for your attention. I look forward to your prompt response.

Sincerely,
[Your Full Name]
[Your Job Title]
[Your Company Name]