

Your Company Name

Your Company Address
City, State, ZIP Code
Phone: (XXX) XXX-XXXX
Email: your.email@company.com
Date: [Insert Date]

To:

Supplier Name
Supplier Company Name
Supplier Address
City, State, ZIP Code
Email: supplier.email@company.com

Subject: **Request for Quotation – Bulk Order**

Dear [Supplier's Name],

We are writing to request a quotation for a bulk order of the following products/services:

Item Description	Quantity	Specifications/Notes
[Product/Service 1]	[Quantity]	[Specifications/Notes]
[Product/Service 2]	[Quantity]	[Specifications/Notes]

Please include the following information in your quotation:

- Unit and total prices
- Bulk order discounts (if any)
- Applicable taxes and duties
- Delivery schedule and shipping terms
- Payment terms and conditions
- Validity period of the quotation
- Any additional charges or special terms

We intend to make a procurement decision promptly, so we kindly request your quotation by **[insert deadline date]**.

Should you have any questions or require further clarification regarding our requirements, please do not hesitate to contact us at [your phone number] or [your email address].

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

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

Enclosures: [List any enclosed documents, if applicable]