

# Sample Letter of Inquiry for Bulk Purchase Discount

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

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

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to express our interest in purchasing [product name(s) or category] from your esteemed company. We are considering placing a bulk order with an estimated quantity of [number of units/amount] and would like to inquire about any discounts or special pricing you may offer for large volume purchases.

Our company is committed to maintaining a long-term business relationship with reliable suppliers, and we believe that your products meet our quality standards and requirements. Before proceeding with our procurement plan, we kindly request detailed information regarding your bulk purchase discount structure, terms of payment, delivery timelines, and any special offers currently available.

Please let us know if you require any further information regarding our anticipated order. We look forward to your prompt response and hope to establish a mutually beneficial partnership.

Thank you for your attention to this inquiry.

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