

Business Offer Letter Template for Wholesale Distribution

A **business offer letter for wholesale distribution** serves as a formal proposal outlining the terms, pricing, and product details from a supplier to a potential buyer. It typically includes information on product availability, bulk pricing discounts, delivery schedules, and payment terms. This letter aims to establish a clear and professional communication channel, fostering trust and facilitating successful business transactions. A sample offer letter provides a structured template to ensure all essential elements are covered succinctly and effectively.

Sample Business Offer Letter

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Wholesale Distribution Business Offer

We are pleased to present this formal offer for the wholesale distribution of our products. As a trusted supplier of [Type of Products], we believe our high-quality merchandise and competitive pricing can greatly benefit your business.

Product Details & Pricing

- **Product Range:** [List of products]
- **Bulk Pricing:** [Explain pricing structure, e.g., "\$X per unit for orders above XXX units"]
- **Minimum Order Quantity:** [MOQ details]
- **Availability:** [Current stock status or lead times]

Delivery & Payment Terms

- **Delivery Schedule:** [e.g., "Within 7 business days of order confirmation"]
- **Shipping Method:** [e.g., courier, freight, FOB terms, etc.]
- **Payment Terms:** [e.g., "Net 30 days", "50% advance, balance on delivery"]

We are committed to providing exceptional customer service and are happy to discuss any customization or specific requirements you may have. Please feel free to contact us at [phone/email] with any questions or to place your order.

We look forward to building a successful business relationship with you.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]