

Subject: Inquiry for Bulk Purchase of Raw Materials

Dear [Supplier Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to inquire about the possibility of a bulk purchase of raw materials for our production needs. We are interested in establishing a long-term partnership with your company and would like to request detailed information on the following:

- **Product(s) required:** [Specify material type and grade]
- **Quantity:** [Specify total amount and packaging requirements]
- **Specifications:** [Provide required specifications, standards, or certifications]
- **Preferred delivery schedule:** [Indicate desired timeline or delivery frequency]

Kindly provide us with your best prices, current stock availability, payment terms, and estimated delivery lead time. If there are any discounts available for bulk purchases or any additional charges (e.g., shipping, taxes), please specify those as well.

Should you require any further details to prepare your quotation, feel free to contact me directly. We look forward to your prompt response and hope to commence a mutually beneficial business relationship.

Thank you for your attention.

Best regards,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]