

Inquiry Letter Template for Supplier – Minimum Order Quantity

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

Subject: Request for Details on Minimum Order Quantity

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about your company's minimum order quantity requirements for the following products: [insert specific product name(s) or category, if applicable].

Kindly provide us with the details regarding:

- The minimum order quantity (MOQ) for each product.
- Any price variations based on order volume.
- Terms and conditions related to bulk purchasing or order frequency.
- Lead time for delivery and payment terms.

We are evaluating potential suppliers for a long-term business relationship and this information will assist us in our planning and procurement process. Please feel free to include your product catalog or any additional offers relevant to our inquiry.

Thank you for your prompt response. Should you need any further details from our end, please let us know.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]