

Inquiry Letter Example for Urgent Bulk Purchase Order

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

[City, State, ZIP Code]

Subject: Urgent Inquiry for Bulk Purchase Order

Dear [Supplier's Name],

I am writing to you on behalf of [Your Company Name] to urgently inquire about the availability of [Product Name/Description], as we require a large quantity to fulfill a high-priority client order.

Please provide the following information at your earliest convenience:

- Current stock availability for the requested product
- Best possible pricing for a bulk order of [Specify Quantity]
- Delivery schedule and estimated lead time
- Available payment terms for bulk purchases

Due to the urgency of our requirement, we would appreciate a prompt response by [specific date, if applicable]. If possible, kindly include any catalogues or brochures that can assist us in making a swift decision.

Should you have any questions or need further clarification regarding our requirements, please feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your urgent attention to this matter. We look forward to your prompt and favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]