

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

[Supplier's Name or Sales Department]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name or "Sales Team"],

I am reaching out on behalf of [Your Company Name], as we are considering placing a substantial order for [products/services] offered by your company. Given our projected requirements, we are interested in learning more about the bulk order discounts and incentives that may be available.

In order to assess our procurement options, we kindly request the following information:

- The specific discount rates applicable to bulk orders
- Minimum order quantities required to qualify for each discount tier
- Details regarding additional benefits or incentives for large volume purchases (e.g., free shipping, extended payment terms, priority support)
- Any applicable terms and conditions for bulk purchasing

Please let us know if you require further details about our anticipated order volume or product requirements. We would appreciate it if you could provide us with a comprehensive quotation and any relevant documentation regarding your bulk order pricing.

We look forward to your prompt response and hope to establish a mutually beneficial business relationship.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]