

Sample Business Letter: Inquiry for Wholesale Product Prices

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address Line 1]

[Supplier Address Line 2]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

I am writing on behalf of **[Your Company Name]** to inquire about the wholesale prices for your products. We are interested in establishing a long-term business relationship and are currently in the process of sourcing high-quality items to expand our product offerings.

Specifically, we are interested in the following products:

- [Product 1]

- [Product 2]

- [Product 3]

(Please include any relevant product codes or descriptions for accuracy.)

Kindly provide us with your latest wholesale price list for the above items, including details on:

- Bulk purchase pricing tiers

- Minimum order quantities

- Available discounts for large orders

- Payment terms and options

- Delivery lead times and shipping methods

- Return or exchange policies

If possible, please forward your product catalog and any additional information that may assist us in our evaluation. Should you require further details about our company or anticipated order volumes, please do not hesitate to reach out.

We look forward to your prompt response and hope to explore a mutually beneficial partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]