

[Your Company Letterhead]

[Date]

[Supplier Name]
[Supplier Company Name]
[Supplier Address]
[City, State, ZIP Code]

Dear [Supplier Contact Name],

Subject: Request for Price Quotation for Bulk Purchase

We are writing to formally request a price quotation from your company for the bulk purchase of the following products:

Product Name/Description	Quantity Required	Specifications (if any)
[Product 1]	[Quantity 1]	[Specification 1]
[Product 2]	[Quantity 2]	[Specification 2]

Kindly include the following details in your quotation:

- Unit price and bulk discount rates
- Applicable taxes and additional charges
- Payment terms and methods
- Delivery timeline and shipping terms
- Warranty, after-sales service, or support details (if available)

We would appreciate receiving your detailed quotation by [Desired Date], as we are keen to move forward with our procurement process promptly. Should you require further information or clarification regarding this request, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this inquiry. We look forward to establishing a mutually beneficial business relationship.

Yours sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]