

Detailed Inquiry Letter Sample for Bulk Order Quotation

This document provides a **detailed inquiry letter sample for bulk order quotation**, designed to help businesses request comprehensive pricing and terms from suppliers efficiently. It includes essential elements such as clear product specifications, quantity requirements, preferred delivery schedules, payment terms, and any additional conditions or customization requests. By using this sample, companies can communicate their needs precisely, facilitating accurate and prompt responses from vendors, thereby streamlining the procurement process for large volume purchases.

Sample Inquiry Letter

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

Subject: Request for Quotation for Bulk Order

I am writing on behalf of [Your Company Name] to request a quotation for a bulk order of the following products:

Product Specifications:

- Product Name/Model: [Specify product name/model]
- Specifications: [Include detailed specs like size, color, materials, etc.]
- Required Quantity: [State exact quantity]
- Customization: [Mention any specific branding or customization requirements, if applicable]

Preferred Delivery Schedule:

- Delivery Address: [State delivery location]
- Required Delivery Date: [Mention desired delivery timeline]

Payment Terms:

- [State your preferred payment terms, e.g., 30 days after invoice, partial advance, etc.]

Additional Conditions:

- [Mention warranty requirements, after-sales service expectations, bulk price discounts, or other terms]

Kindly provide your best quotation, including unit price, total cost, taxes, and shipping charges. Additionally, please include details on product availability, sample provision (if applicable), lead times, and any bulk order incentives.

Should you require further clarification on our requirements, please feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]