

Formal Inquiry Letter for Bulk Order Price List

[Your Name]

[Your Position, if applicable]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Supplier Company Name]

[Supplier Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to inquire about the possibility of placing a bulk order for [product(s) name or description]. We are interested in procuring approximately [specify quantity] units and would appreciate it if you could provide us with your bulk order price list.

Kindly include the following information in your response:

- Detailed price breakdown for bulk quantities
- Any discounts or special offers available for large orders
- Payment terms and conditions
- Estimated delivery schedule and shipping costs
- Applicable warranty or after-sales service options

We look forward to receiving your best possible rates and terms. Should you require any further information to process our request, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this inquiry. We hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]