

Bulk Purchase Inquiry for Customized Products

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

I am writing on behalf of **[Your Company Name]** to inquire about the possibility of making a bulk purchase of your customized products. We are interested in establishing a long-term business relationship and would appreciate detailed information regarding your product offerings and customization capabilities.

Specifically, we would like to request details on the following:

- Product specifications and available customization options
- Pricing for bulk orders (including quantity price breaks)
- Minimum order quantities (MOQs) and lead times
- Samples for evaluation, including cost and delivery timelines
- Customization process, branding, and packaging options
- Delivery schedules and shipping options
- Payment terms and conditions
- Warranty or quality assurance policies

Our anticipated order quantity is **[Estimated Quantity]**, with potential for recurring orders based on initial quality and service satisfaction. If possible, please provide a product catalog or brochures along with your response.

Kindly include all relevant information and attach any sample agreements or order forms that may expedite the process. If required, we are also available for a call or virtual meeting to further discuss our requirements.

Thank you for your attention. We look forward to your prompt response and hope to establish a mutually beneficial partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email Address]

[Your Phone Number]