

This **business inquiry letter sample for bulk order price list** serves as a formal request from a company or individual seeking detailed pricing information for large quantity purchases. It is designed to communicate interest in bulk buying, inquire about discounts, payment terms, delivery schedules, and product specifications. This letter helps businesses establish clear communication with suppliers to negotiate favorable terms and make informed purchasing decisions efficiently.

Sample Business Inquiry Letter for Bulk Order Price List

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to express our interest in establishing a business relationship with your organization. We are considering a bulk purchase of your products and would appreciate it if you could provide us with your latest price list for bulk orders.

Specifically, we are interested in the following product(s):

- [Product Name 1]
- [Product Name 2]
- [Product Name 3]

Kindly provide detailed information regarding:

- Unit prices for bulk quantities (including price breaks for different order volumes)
- Available discounts for large orders
- Payment terms and methods
- Estimated delivery times
- Minimum order quantities
- Product specifications and available models
- Shipping and handling charges

We are looking forward to your prompt response so we can proceed with our procurement planning. Should you require any additional information, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your attention, and we look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]