

[Your Company Letterhead]

[Your Name]

[Your Position/Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position/Title]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, ZIP Code]

Subject: Formal Inquiry for Wholesale Bulk Purchase Request

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to formally inquire about the possibility of purchasing your products in bulk for wholesale purposes. We are interested in establishing a long-term business relationship with your company and would like to request further information regarding your wholesale policies and terms.

We kindly ask you to provide the following details:

- Product availability (including current stock levels and lead times for restocking, if applicable)
- Wholesale pricing and any applicable tiered pricing structures
- Minimum order quantities (MOQ) per product
- Applicable payment terms and available payment methods
- Estimated delivery timelines and shipping information
- Any available product catalogs, brochures, or technical specifications

If there are any additional requirements or documentation necessary to facilitate a potential order, please let us know. We appreciate your prompt response as we are currently evaluating suppliers to fulfill our procurement needs for the upcoming period.

Thank you for your attention to this inquiry. We look forward to your detailed reply and hope to initiate a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]