

Inquiry Letter for Bulk Purchase Including Delivery Schedule

[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: Inquiry for Bulk Purchase and Delivery Schedule

Dear [Supplier's Name],

I am writing to inquire about the possibility of placing a bulk order for [Product Name(s)] with your esteemed company. We are seeking detailed information regarding your current pricing, available quantities, and terms for large volume purchases.

Specifically, we are interested in the following:

- The unit price and any discounts available for bulk orders
- Product specifications and available quantities
- Payment and credit terms
- Estimated delivery times and proposed delivery schedules for bulk quantities
- Shipping and logistics arrangements
- After-sales support and warranty information

For our planning purposes, kindly provide a detailed delivery schedule, including timeframes for processing, shipping, and expected arrival of goods at our facility. If you require any further information regarding our anticipated order volume or destination, please let me know.

We value timely delivery and transparent communication to ensure the smooth operation of our supply chain. Your prompt response with the requested details will be greatly appreciated.

Thank you for your attention. We look forward to your reply.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]