

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Inquiry for Bulk Purchase and Payment Terms

Dear [Supplier's Name],

I am writing on behalf of [Your Company Name] to formally inquire about the possibility of purchasing [specify product(s)] in bulk from your esteemed company. We have reviewed your product offerings and are very interested in establishing a long-term business relationship.

In particular, we would appreciate it if you could provide us with detailed information regarding the following:

- Bulk pricing options and quantity discounts
- Product availability and estimated delivery timelines
- Minimum and maximum order quantities
- Specific payment terms you can offer for bulk purchases (e.g., credit period, installment payments, upfront payment requirements, etc.)
- Warranty, return, or replacement policies for bulk orders
- Any applicable additional charges (e.g., taxes, shipping, handling)

For your reference, we are considering an initial order of approximately [quantity] units, with the potential for increased volume in the future. Additionally, we prefer payment terms that allow [desired payment conditions, e.g., a credit period of 30 days, payment in installments, etc.]. Please let us know if such terms are acceptable or if alternative arrangements are possible.

Kindly send us your product catalogue, price list, and any relevant supporting documents at your earliest convenience. Should you require any further information from our end, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to your prompt response and hope for a mutually beneficial business association.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]