

Sample Inquiry Letter to Supplier for Bulk Order Information

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier Company Name]
[Supplier Address]
[City, State, ZIP Code]

Dear [Supplier Contact Name],

We are writing to inquire about the possibility of placing a bulk order for [product name(s)]. We are interested in establishing a long-term business relationship and would appreciate it if you could provide the following information regarding your products:

- **Product Availability:** Please confirm whether the listed products are currently in stock and available for bulk orders.
- **Pricing:** Kindly provide your best quotation for bulk purchase, including any volume discounts that may apply.
- **Minimum Order Quantities:** Please specify the minimum quantity required for bulk orders.
- **Delivery Timelines:** Inform us about your standard lead times and estimated delivery schedule for bulk orders to our location.
- **Payment Terms:** Provide details regarding your payment terms, available options, and any credit facilities.

If you require any further information from our side to process this inquiry, please let us know. We look forward to your prompt response and a potential collaboration.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Designation]
[Your Company Name]