

Vendor Large Quantity Purchase Inquiry

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. My name is [Your Name] and I am reaching out on behalf of [Your Company Name]. We are interested in exploring the possibility of purchasing a large quantity of [specific products/items].

We are looking to order approximately [insert quantity] units and would like to inquire about your pricing, availability, and any volume discounts you may offer. Additionally, we are interested in understanding your lead times and delivery options.

Please let us know if you require any further information to provide a detailed quote. We look forward to your prompt response and hope to establish a mutually beneficial relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]