

Vendor Multi-Unit Purchase Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Email: [Vendor Email]

Phone: [Vendor Phone]

Dear [Vendor Contact Name],

We are writing to formally request a multi-unit purchase from your company. Due to our increasing demand, we would like to order the following items:

Item Description	Unit Price	Quantity	Total Price
[Item 1 Description]	[Item 1 Price]	[Item 1 Quantity]	[Item 1 Total]
[Item 2 Description]	[Item 2 Price]	[Item 2 Quantity]	[Item 2 Total]
Grand Total			[Total Amount]

We would appreciate it if you could confirm the availability of these items and provide us with a formal quote at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]