

Dear [Vendor's Name],

I hope this message finds you well. We appreciate your continued partnership and the support you provide to our business.

We recently received your offer regarding the bulk order of [Product Name/Description]. After reviewing the details, we would like to gather some feedback to make an informed decision.

Could you please provide us with:

- Your best pricing structure for large quantities
- Any available discounts or promotional offers
- Lead times for delivery
- Payment terms and conditions

Your prompt response will be greatly appreciated as we are looking to finalize our decision by [date]. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]