

# Request for Bulk Order Negotiation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss the possibility of negotiating a bulk order for [specific product(s)] that we are interested in acquiring for our upcoming projects.

Given our projected requirements and the potential for a long-term partnership, we would like to explore options for pricing, payment terms, and delivery schedules that would be mutually beneficial.

We believe that a collaborative approach to this bulk order would not only meet our needs but also strengthen our ongoing relationship.

Please let us know a convenient time for you to discuss this matter further. We are looking forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]