

Dear [Vendor's 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 [specific products/services] and would like to inquire about your pricing structure for bulk purchases.

As we are planning to place a substantial order in the near future, could you please provide us with information about any discounts or special pricing that may be available for bulk purchases? We appreciate any insights into minimum order quantities and lead times as well.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]