

Bulk Shipping Discount Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Clarification on Bulk Shipping Discount and Delivery Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the bulk shipping discount we previously discussed, as well as the associated delivery schedule.

As per our agreement, the bulk shipping discount of [insert discount percentage] will be applicable for orders exceeding [insert quantity/weight threshold]. The discount will be deducted from the total shipping cost and reflected in the final invoice.

Regarding the delivery schedule, we anticipate that orders placed by [insert cut-off day] will be shipped out by [insert shipping date]. Please ensure all necessary documentation is submitted prior to this date to avoid delays.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]