

Inquiry for Bulk Purchase Discounts

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of bulk purchase discounts for [specific products or services] that your company offers.

Our company is looking to purchase [quantity] of [product/service] and would like to know if there are any available discounts for bulk orders. Additionally, we would appreciate any information regarding payment terms and delivery options.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]