

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Job Title] at [Your Company]. We are currently evaluating our suppliers for [specific product or service], and we are interested in obtaining volume pricing information for our anticipated order quantities.

Could you please provide us with your pricing structure for bulk orders? Specifically, we are looking for information on the following:

- Pricing tiers based on order volume
- Discounts available for larger orders
- Minimum order quantities
- Lead times for delivery

Your assistance will be greatly appreciated as it will help us make informed decisions. We look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]