

# Classroom Supplies Inquiry

Date: \_\_\_\_\_

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [School's Name]. We are currently in the process of assessing our classroom supplies for the upcoming academic year and would like to inquire about the availability and pricing of the following items:

- Item 1: \_\_\_\_\_
- Item 2: \_\_\_\_\_
- Item 3: \_\_\_\_\_
- Item 4: \_\_\_\_\_

Additionally, could you please provide information regarding bulk purchase options and any potential discounts for educational institutions?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Your Contact Information]