

Bulk Purchase Order Request

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally request a bulk purchase order for the following items:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
[Item 2 Description]	[Quantity 2]	[Unit Price 2]	[Total Price 2]

We would appreciate a confirmation of this order at your earliest convenience. Please include the estimated delivery date and any other relevant details.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]