

Price Rate Availability Enquiry Email

Subject: Price, Rate, and Availability Enquiry

Dear [Supplier/Reseller's Name],

I hope this email finds you well. My name is [Your Name], and I represent [Your Company/Organization]. We are interested in purchasing products from your esteemed company and would like to inquire about the price, rate, and availability of certain items.

Specifically, we are interested in the following products:

1. [Product Name 1]: [Quantity]
2. [Product Name 2]: [Quantity]
3. [Product Name 3]: [Quantity]

If possible, please provide the following information for each product:

1. Unit Price:
2. Bulk Order Rates (if applicable):
3. Minimum Order Quantity (MOQ):
4. Availability of stock:
5. Estimated lead time for delivery:
6. Any applicable discounts for bulk orders:

Additionally, if you offer any other related products that might be of interest to us, please feel free to include their details as well.

Our company emphasizes the importance of establishing long-term and mutually beneficial relationships with suppliers. Hence, we would appreciate it if you could also include any information regarding special terms or conditions for ongoing partnerships.

Kindly forward the above details to us at your earliest convenience. If you have a product catalog or price list, please attach it to this email for our reference.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your prompt attention to this matter. We look forward to the possibility of working together and await your response.

Best regards,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Email Address]

[Your Phone Number]