

Professional bulk order discount request

Subject: Request for Volume Discount on Upcoming Purchase Order

Dear [Vendor Name/Sales Manager],

I am writing on behalf of [Company Name] to request a volume discount for our upcoming purchase order. We are planning to order [specific quantity] units of [product name/service] valued at approximately \$[amount].

As a growing business, we anticipate this to be the first of many substantial orders throughout the year. Our projected annual purchasing volume for this product category is expected to reach \$[annual estimate].

Given the significant order size and our commitment to establishing a long-term partnership, we would appreciate your consideration of a volume discount. We understand that bulk purchases often qualify for reduced pricing, and we hope you can extend similar terms to us.

Could you please provide information about your current volume discount structure and any special pricing you might offer for orders of this magnitude? We are flexible on delivery timelines if that helps accommodate better pricing terms.

I would welcome the opportunity to discuss this further at your convenience. Please let me know if you require any additional information about our company or purchase requirements.

Thank you for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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