

Bulk Purchase Inquiry

Subject: Bulk Purchase Inquiry for Corporate Account

Dear Sales Manager,

I am writing on behalf of [Company Name] to formally inquire about establishing a bulk purchasing arrangement for [product category]. As a [industry type] company with [number] employees, we have substantial and recurring needs for these products.

Our projected annual requirements are approximately [quantity/volume]. We would require detailed quotations including unit pricing, volume discounts, payment terms, and delivery schedules.

Please provide information on your minimum order quantities, lead times, and any special terms available for corporate accounts. Additionally, we would appreciate learning about your quality assurance processes and return policies.

We are prepared to enter into a long-term supply agreement with the right partner. I would welcome the opportunity to discuss our requirements in greater detail at your convenience.

Respectfully yours,

[Your Name]

[Your Position]

[Company Name]

[Business Address]

[Contact Details]

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