

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a purchase of oysters from your esteemed company. We are interested in acquiring [specify quantity] of [specify type of oysters, e.g., raw, cooked, etc.] to be delivered by [specify delivery date].

Please provide us with the pricing details, including any bulk purchase discounts and shipping costs. Additionally, kindly include your payment terms and conditions.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]