

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Purchase Request for Bulk Items

I hope this message finds you well. We are writing to formally request a bulk purchase of the following items:

1. Item Description 1 - Quantity: [Quantity] - Unit Price: [Price]

2. Item Description 2 - Quantity: [Quantity] - Unit Price: [Price]

3. Item Description 3 - Quantity: [Quantity] - Unit Price: [Price]

Total Estimated Cost: [Total Amount]

We would appreciate it if you could provide us with a formal quote, including any volume discounts or special terms associated with this order. Our intended delivery date is [Delivery Date], and we would like to ensure that the items are delivered to [Delivery Address].

Please let us know if you require any additional information to process this request. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]