

Letter to Supplier or Vendor Inquiring About Quantity Discount

This package contains:

1. Instructions & Checklist for Writing a Letter to a Supplier or Vendor Inquiring about Quantity Discount
2. Letter to a Vendor or Supplier Inquiring about Quantity Discount

Instructions & Checklist for a Letter to a Supplier or Vendor Inquiring about Quantity Discount

- This package contains: (1) Instructions & Checklist for a Letter to a Supplier or Vendor Inquiring about Quantity Discount; and (2) Letter to a Supplier or Vendor Inquiring about Quantity Discount.

- This form is designed to assist you in drafting a letter to a company requesting information about what discount they offer for purchasing in quantity.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

We are looking into the possibility of changing our supplier of [product or raw material], and are writing to request information on your ability to meet our supply needs.

In these critical economic times, we are all looking for ways to economize, and that is why, in my questions to you, I am going to emphasize the word "quantity." We generally order [Here indicate size of order] of [product or raw material] on a [daily, weekly, or monthly] basis, so we would be very interested in purchasing the bulk of our supplies from a company that offers an attractive quantity discount.

We look forward to hearing from you.

Cordially,

[Your Name]