

Hello Name,

Introduce yourself and company. Tell them you are the buyer agent for the company and your company is considering its product line in the (Product Category).

We are a large volume and repeat buyer.

We are seeking to work with a quality manufacture and establish a long term relationship, we are contacting several other manufactures in (Product Category) like yourself.

Once we find a manufacture that fits our needs, we will need a lower than normal test quantity to evaluate you on your process, quality and time frame.

My decision makers are looking to make a decision next week. I need to present all of our offers to them in the next few days to help them decide.

I hope you can submit a competitive bid that I can propose to them for their approval.

For your bid, please also include shipping by air estimate.
(Fort Bragg, CA 95437)

For larger volumes in the future, we will be shipping by ocean freight.

Sincerely,
Your Name
Buyer agent for company
Phone number