

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on the price quotation we requested on [specific date] for [describe the product/service]. We appreciate your efforts in providing us with a detailed proposal.

As we are in the process of making a decision, we would like to know if there are any updates regarding the pricing or availability. Your timely response would be greatly appreciated, as it will help us in our planning.

Thank you for your attention to this matter. Looking forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]