

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Vendor Name
Vendor Company
Vendor Address
City, State, Zip Code

Dear [Vendor Name],

I hope this message finds you well. I am writing to inquire about the current pricing details for the products/services your company offers.

We are currently evaluating our options for [specific products/services] and would appreciate your assistance in providing us with a detailed pricing list, including any available discounts or promotions.

Additionally, if you have any brochures or catalogs that provide further information on your offerings, please include those as well.

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

Sincerely,
Your Name
Your Position