

Inquiry on Price Breakdown

Dear [Vendor's Name],

I hope this message finds you well. We appreciate your ongoing support and partnership. As we are in the process of reviewing our recent order, we would like to request a detailed breakdown of the pricing for the items listed below:

- Item 1: [Description]
- Item 2: [Description]
- Item 3: [Description]

Could you please provide us with the following information for each item:

1. Unit price
2. Quantity ordered
3. Subtotal
4. Any applicable taxes or additional fees

This information will assist us in understanding the costs associated with our purchase and ensure we are aligned on future pricing strategies.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]