

Request for Detailed Vendor Pricing

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently in the process of evaluating our purchasing options and would like to request a detailed pricing quotation for your products/services.

Specifically, we are interested in the following items:

- [Item 1]
- [Item 2]
- [Item 3]

We would appreciate it if you could provide us with:

1. Unit prices for each item listed above.
2. Any bulk purchase discounts available.
3. Shipping and handling fees.
4. Payment terms and conditions.

Please send your response by [insert deadline], as we aim to make a decision promptly.

Thank you for your attention to this matter, and we look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]