

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request further information regarding the pricing details of your products/services. We are currently evaluating our options and would appreciate a more comprehensive understanding of your pricing structure.

Specifically, we would like to know:

- Any volume discounts available
- Payment terms and conditions
- Any ongoing promotions or special offers
- Delivery and installation costs, if applicable

Your prompt response would be greatly appreciated, as it will assist us in making an informed decision. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]