

# Vendor Price Comparison for Budget Allocation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our budgeting process for the upcoming period, I have conducted a price comparison of various vendors for [specific product/service]. Below are the findings:

Vendor Name	Product/Service	Price	Notes
Vendor A	[Product/Service]	[Price]	[Notes]
Vendor B	[Product/Service]	[Price]	[Notes]
Vendor C	[Product/Service]	[Price]	[Notes]

Based on the above comparison, I recommend allocating our budget as follows:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for considering this price comparison. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]