

# Vendor Price Comparison for Contract Renewal

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As we approach the renewal of our contract with [Vendor Company Name], we have conducted a price comparison analysis to ensure we are receiving the best value for our investment. Below, we have outlined the key price details from our current agreement alongside quotes from other suppliers:

Vendor	Product/Service	Current Price	Competitor Price
[Current Vendor Name]	[Product/Service]	[Current Price]	[Competitor Price]
[Competitor 1 Name]	[Product/Service]	[Competitor 1 Price]	[--]
[Competitor 2 Name]	[Product/Service]	[Competitor 2 Price]	[--]

Based on our findings, we would like to discuss the possibility of adjusting our current pricing to remain competitive. We value our relationship and the quality of your service, and hope to come to a mutually beneficial agreement.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to schedule a time to discuss this further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]