

Vendor Price Comparison for Project Budgeting

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Subject: Vendor Price Comparison for [Project Name]

Dear [Recipient Name],

We are reaching out to present our price comparison on vendors for the upcoming [Project Name]. Below are the vendors we have contacted along with their respective pricing details:

Vendor Name	Services Offered	Quoted Price	Remarks
Vendor A	[Services]	[Price]	[Remarks]
Vendor B	[Services]	[Price]	[Remarks]
Vendor C	[Services]	[Price]	[Remarks]

After reviewing the proposals, we recommend moving forward with [Recommended Vendor] based on [justification].

Thank you for considering our analysis. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]