

Vendor Price Comparison Report

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Vendor Price Comparison for Strategic Sourcing

Introduction

In order to optimize our sourcing strategy and reduce costs, we have conducted a price comparison of potential vendors for [Insert Product/Service]. Below are the details of our findings.

Vendor Comparison Table

Vendor Name	Product/Service	Price per Unit	Delivery Time	Payment Terms
[Vendor 1]	[Product/Service Name]	[\$Price]	[Delivery Time]	[Payment Terms]
[Vendor 2]	[Product/Service Name]	[\$Price]	[Delivery Time]	[Payment Terms]
[Vendor 3]	[Product/Service Name]	[\$Price]	[Delivery Time]	[Payment Terms]

Conclusion and Recommendations

Based on our analysis, [Insert Recommendation, e.g., "Vendor 1 offers the best pricing and terms"]. We recommend proceeding with further negotiations with this vendor.

Thank you for your attention to this matter. Please let me know if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]