

Vendor Price Comparison for Supplier Evaluation

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Vendor Price Comparison for Supplier Evaluation

Dear [Supplier's Name],

As part of our ongoing evaluation of potential suppliers, we have conducted a price comparison among various vendors for the products/services we are considering. Below are the details of the findings:

Vendor Name	Product/Service	Quoted Price	Delivery Time	Payment Terms
[Vendor 1]	[Product/Service]	[Price]	[Delivery Time]	[Payment Terms]
[Vendor 2]	[Product/Service]	[Price]	[Delivery Time]	[Payment Terms]
[Vendor 3]	[Product/Service]	[Price]	[Delivery Time]	[Payment Terms]

We appreciate your submission and will be considering all of these factors in our decision-making process. Please feel free to reach out if you have any questions or need further clarification on our evaluation criteria.

Thank you for your interest in partnering with us.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]