

# Vendor Price Comparison for Value Assessment

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

**Dear [Recipient Name],**

We are conducting a value assessment of our current vendors and have compiled a price comparison for the products/services we are assessing. Below are the details regarding the pricing from various vendors:

Vendor Name	Product/Service	Price	Additional Notes
[Vendor 1]	[Product/Service 1]	[Price 1]	[Notes 1]
[Vendor 2]	[Product/Service 2]	[Price 2]	[Notes 2]
[Vendor 3]	[Product/Service 3]	[Price 3]	[Notes 3]

We believe this comparison will assist us in making informed decisions regarding our vendor relationships. Please let us know if you need any further details.

Thank you for your attention to this matter.

**Sincerely,**

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]